

Regular Meeting

The regular meeting of the City Council of the City of Fitchburg was held in the Memorial Middle School Library, 615 Rollstone St., Fitchburg, on March 3, 2016. The meeting was called to order by President Kushmerek at 7:05 P.M. The Clerk called the roll and ten (10) members were present. Councillor Joseph was absent. The meeting opened with a salute to the Flag led by Councillor Clark.

Communications  
His Honor the  
Mayor

Promotion  
Letters

COMMUNICATIONS FROM HIS HONOR THE MAYOR

1. Letter of promotion of Mr. Scott S. Gabriel to the rank of Permanent Police Lieutenant effective February 29, 2016.



*The City of Fitchburg*  
*Massachusetts*  
OFFICE OF THE MAYOR

STEPHEN L. DINATALE  
MAYOR

166 BOULDER DRIVE  
FITCHBURG, MA 01420  
TEL (978) 829-1801

AARON TOURIGNY  
CHIEF OF STAFF

ATOURIGNY@FITCHBURGMA.GOV

JOAN DAVID  
ADMINISTRATIVE AIDE  
JDAVID@FITCHBURGMA.GOV

February 12, 2016

The Honorable City Council  
Fitchburg Municipal Offices  
166 Boulder Drive, Suite 108  
Fitchburg, MA 01420

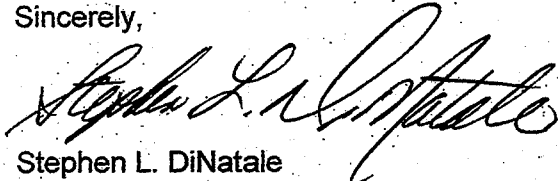
Dear Honorable Councilors,

I hereby promote Mr. Scott S. Gabriel  
Lieutenant, to take effect on February 29, 2016.

to the rank of Permanent Police

Please feel free to contact me with any questions.

Sincerely,

  
Stephen L. DiNatale  
Mayor

Council Confirmation not required. Letter read. Lieutenant Gabriel was sworn in by the City Clerk.

*City of Fitchburg,*

March 3, 2016

Communication  
His Honor the Mayor

Promotion Letters

2. Letter of promotion of Mr. Derek Sullivan to the rank of Permanent Police Sergeant effective February 29, 2016.



*The City of Fitchburg*  
*Massachusetts*  
OFFICE OF THE MAYOR

STEPHEN L. DINATALE  
MAYOR  
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February 12, 2016

The Honorable City Council  
Fitchburg Municipal Offices  
166 Boulder Drive, Suite 108  
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby promote Mr. Derek Sullivan  
take effect on February 29, 2016.

as Permanent Police Sergeant, to

Please feel free to contact me with any questions.

Sincerely,

Stephen L. DiNatale  
Mayor

Letter read. Sergeant Sullivan was sworn in by the City Clerk.

Communication  
His Honor the Mayor

RE: CDBG Year 42

3. Recommendations for the Year 42 Community Development Block Grant Program (CDBG).



**STEPHEN L. DINATALE**  
MAYOR

166 BOULDER DRIVE  
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February 23, 2016

President Michael Kushmerek  
Fitchburg City Council  
166 Boulder Drive  
Fitchburg, MA. 01420

Dear President Kushmerek:

In consideration of the recommendation of the Planning Board and comments by various citizens regarding the Year 42 Community Development Block Grant Program (CDBG), I hereby submit to the City Council the following Year 42 CDBG application for your review.

**I. ANTICIPATED FUNDING FOR YEAR 42 PROGRAM**

YEAR 42 ENTITLEMENT	\$ 898,104.00
ESTIMATED PROGRAM INCOME FROM PRIOR YEARS (BOH and Building Code Enforcement Fees Collected)	\$ 22,399.87
REPROGRAMMED AMOUNT (Reprogrammed amount is from unused funds in previous years.)	\$ 53,739.17

**ANTICIPATED FUNDING AS OF 7/1/16**

**\$ 974,243.04**

*City of Fitchburg,*

March 3, 2016

Communication  
His Honor the Mayor

RE: CDBG Year 42  
(cont)

CDBG Housing Revolving Loan Funds:

Anticipated Program Income July 1, 2015 – June 30, 2016	\$ 97,200.00
Anticipated Fund Balance as of June 30, 2016	\$ 46,000.00
Potential Program Income from July 1, 2016 – June 30, 2017	\$ 138,000.00

CDBG Business Revolving Loan Funds:

Anticipated Program Income July 1, 2015 – June 30, 2016	\$ 13,921.60
Anticipated Fund Balance as of June 30, 2016	\$ 53,000.00
Potential Program Income July 1, 2016 – June 30, 2017	\$ 15,187.20

Other Program Income (BOH/Bldg Dept Code Enforcement Fees)

Anticipated Program Income July 1, 2015 – June 30, 2016	\$ 13,000.00
Potential Program Income July 1, 2016 – June 30, 2017	\$ 20,000.00

HOME Revolving Loan Funds:

Anticipated Program Income July 1, 2015 – June 30, 2016	\$ 70,800.00
Anticipated Fund Balance as of June 30, 2016	\$ 5,000.00
Potential Program Income July 1, 2016 – June 30, 2017	\$ 68,400.00

Communication  
His Honor the Mayor

RE: CDBG Year 42  
(cont)

**II. CDBG YEAR 42 FUNDING REQUESTED**

PUBLIC FACILITIES AND IMPROVEMENTS (7)	\$ 537,000.00
PUBLIC SERVICES (6)	\$ 228,043.43
ECONOMIC DEVELOPMENT (1)	\$ 25,000.00
CLEARANCE ACTIVITIES (1)	\$ 300,000.00
REHABILITATION AND PRESERVATION (2)	\$ 192,000.00
PLANNING AND ADMINISTRATION (1)	\$ 217,000.00
<b>TOTAL YEAR 42 FUNDING REQUESTS (18)</b>	<b>\$1,499,043.43</b>

**III. RECOMMENDATIONS**

PUBLIC FACILITIES (2)	\$ 210,000.00
PUBLIC SERVICES (5)	\$ 152,000.00
ECONOMIC DEVELOPMENT (1)	\$ 20,000.00
CLEARANCE ACTIVITY (1)	\$ 188,243.04
REHAB AND PRESERVATION (2)	\$ 192,000.00
PLANNING AND ADMINISTRATION (1)	\$ 212,000.00
<b>TOTAL YEAR 42 FUNDING RECOMMENDATIONS (12)</b>	<b>\$ 974,243.04</b>

Communication  
His Honor the Mayor

RE: CDBG Year 42  
(cont)

## **PUBLIC FACILITIES AND IMPROVEMENTS**

### **Twin Cities Rail Trail (TCRT)**

**\$100,000**

Summary: Project funds will be used to cover a portion of the total purchase price of 2.2 miles of abandoned rail banked line in Fitchburg, to create a multi-use trail from Fitchburg to Leominster. The state has committed more than \$12 million in funds to design and construct the TCRT, and a federal earmark of \$2 million has been set aside towards the \$3 million purchase price of the trail. The balance of the purchase price is expected to be borne by the two cities.

### **Parks and Playgrounds Improvement Project**

**\$110,000**

Summary: Project funds will be used to match \$244,203 in Parkland Acquisitions and Renovations for Communities Program funds (PARC) to make improvements to the First and Railroad Street Park. Activities include the installation of a basketball court and provision of green space for passive recreation and education. The mitigation of storm water runoff is an added benefit of the project. These funds will be used to supplement prior year CDBG funds to continue work on other parks listed on the City's Priority Action Plan for Parks and Playgrounds.

### **TOTAL PUBLIC FACILITIES AND IMPROVEMENTS**

**\$210,000.00**

## **PUBLIC SERVICES**

### **MIHN Family Housing/Self Sufficiency Program**

**\$9,000**

Summary: Project funds will provide emergency housing for homeless families in North Worcester County, including case management and follow up services once a family leaves the shelter. Overnight supervision is provided 7 days a week. It is estimated that 20 families will be served during the program year, of which an estimated 50% or 10 families (unduplicated count) will originate from Fitchburg. Approximately 300 volunteers from 9 local churches assist in the operation of the program which includes the provision of 3 meals a day. Funds will support the salary of the Operations Manager. MIHN recently relocated to 758 Main Street in Leominster. The new location has a 20-bed capacity and can hold up to 3-5 families at one time.

### **Building Leadership & Inspiring Self-Sufficiency**

**\$53,000**

Summary: Project funds will be used to provide an afterschool youth program, information and referral, food pantry, bi-lingual services to Latino residents, GED in Spanish, ESL, citizenship, civic & community engagement at the Cleghorn Neighborhood Center (CNC). Funds will be for staff salaries, additional part-time assistant in the afterschool program, and related administrative costs. The agency operates citywide. It is estimated that 1,100 (unduplicated count) will be served. CNC is located at 2-18 Fairmount Street and the Youth Center at 40 Fairmount Street.

Communication  
His Honor the Mayor

RE: CDBG Year 42  
(cont)

**Spartacus Program****\$9,000**

Summary: Project funds will be used to support staff salary of the Teen Center Spartacus Program, offering services to at-risk youth between the ages of 13 and 18 who live in Fitchburg. Emphasis will be on Youth Development, Healthy Living and Social Responsibility through physical fitness, team building, life skills training and outdoor activities. It is estimated that 50 youth (unduplicated count) will be served. The afterschool program will operate between September and June. The YMCA is located at 55 Wallace Ave in Fitchburg.

**Drug Enforcement and Patrol Program****\$65,000**

Summary: Project funds will be used to provide for police overtime expenses related to drug investigation activities in the CDBG Strategy Area, and foot/motorcycle/bicycle patrols in the Main Street area. This project will help alleviate drug activity, violent crime and property crime, which will benefit residents and businesses. Police activities include narcotics investigations, surveillance, undercover buys, search warrant services and arrests.

**Transportation Services to Afterschool Program****\$16,000**

Summary: Project funds will be used to provide one-way transportation from Fitchburg schools to the Boys and Girls Club Afterschool Program. The Fitchburg schools include: Memorial, South Street, Reingold, Crocker, McKay, Longsjo, Sizer and Fitchburg High School. It is estimated that approximately 1,440 transportation trips will be provided. This service is for Fitchburg youth between the ages of 8 and 18. It is estimated that 250 Fitchburg youth (unduplicated count) will be served. The Club is located at 365 Lindell Street in Leominster.

**TOTAL PUBLIC SERVICES****\$152,000.00****ECONOMIC DEVELOPMENT****Small Business Technical Assistance Program****\$20,000**

Summary: Project funds will provide outreach and technical assistance to businesses. This program leverages loans for small businesses. Additional staff time will be used to address business development related to the North of Main Street project. It is estimated that 40 businesses will be served (unduplicated count), 60 jobs will be created/retained, 40 businesses will be counseled, 4 loans with a value of \$100,000 total will be facilitated, 25 business plans will be developed and 10 businesses will be trained. Funds will be used to pay staff salary. The CDC recently changed its name to NewVue Communities in 2015 and expanded its service area to include all of North Central Massachusetts. The office is located at 470 Main Street.

**TOTAL ECONOMIC DEVELOPMENT****\$20,000.00**

City of Fitchburg,

March 3, 2016

Communication  
His Honor the Mayor

RE: CDBG Year 42  
(cont)

**CLEARANCE ACTIVITIES**

**Demolition**

**\$188,243.04**

Summary: Project funds will be used to remove abandoned structures primarily in the CDBG strategy area, which pose an imminent threat to public safety and which contribute to slums and blight, although the entire city is CDBG eligible. It is estimated that 8 buildings containing up to 20 units will be demolished. Consultants will be hired for specific expertise such as environmental assessment or engineering services.

**TOTAL CLEARANCE ACTIVITY**

**\$188,243.04**

**REHABILITATION AND PRESERVATION**

**Building Code Enforcement**

**\$49,000**

Summary: Project funds will be used to pay 50% of one existing full-time Building Inspector position and 50% of one full-time Clerk position. Through enforcement of the State's Sanitary and Building Codes, Fitchburg's housing stock will be greatly improved. To be eligible, this activity must be part of a comprehensive strategy to arrest deterioration, including housing rehab and demolition. It is estimated that 1,500 housing units (duplicated count) will be inspected in the CDBG strategy area.

**Board of Health Code Enforcement**

**\$143,000**

Summary: Project funds will be used to pay 100% of two existing full-time BOH Inspector positions and 50% of one full-time Clerk position. Through the enforcement of the State's Sanitary and Building Codes, Fitchburg's housing stock will be greatly improved. To be eligible, this activity must be part of a comprehensive strategy to arrest deterioration, including housing rehab and demolition. It is estimated that 2,000 housing units (duplicated count) will be inspected in the CDBG strategy area.

**TOTAL REHABILITATION AND PRESERVATION**

**\$192,000.00**



Communication  
His Honor the Mayor

RE: CDBG Year 42  
(cont)

**PLANNING AND ADMINISTRATION**

**CDBG Administration**

**\$212,000**

Summary: Project funds will be used to provide for the necessary administration of CDBG programs and sub-recipient contracts in accordance with federal guidelines, including staffing, technical services and planning activities. This also includes grant writing and administration of grant projects, which help leverage several million dollars in additional state and federal grants.

**TOTAL PLANNING AND ADMINISTRATION**

**\$212,000.00**

**TOTAL RECOMMENDED YEAR 42 CDBG PROGRAM**

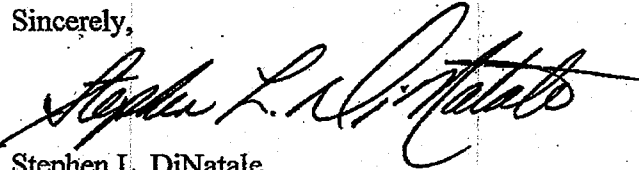
**\$974,243.04**

**TOTAL ANTICIPATED FUNDING AVAILABLE**

**\$974,243.04**

This Year 42 Consolidated Plan must be submitted to the Department of Housing and Urban Development no later than May 15, 2016 to insure funds will be available by July 1, 2016. In order to meet the submittal deadline for our Year 42 CDBG Program, comments must be received by the City Council's March 15<sup>th</sup> meeting.

Sincerely,



Stephen L. DiNatale  
Mayor of Fitchburg

cc: Fitchburg City Council  
Richard Sarasin, Auditor  
Larry Casassa, Acting Director of Community Development  
Mary McCaffrey, Community Development Administrator

Communication referred to the Council as a Whole Committee.

*City of Fitchburg,*..... March 3, 2016

4. Six letters of Appointment as follows:

A. Mr. Anthony Zarrella to the Zoning Board of Appeals for a temporary appointment for a term of 6 months effective immediately to expire on August 24, 2016.

Communication  
His Honor the Mayor  
  
Appointment Letters



**STEPHEN L. DINATALE**  
**MAYOR**  
166 BOULDER DRIVE  
FITCHBURG, MA 01420  
TEL. (978) 829-1801

*The City of Fitchburg*  
*Massachusetts*  
FITCHBURG CITY CLERK  
OFFICE OF THE MAYOR  
FEB 25 08 42

**AARON TOURIGNY**  
CHIEF OF STAFF  
ATOURIGNY@FITCHBURGMA.GOV

**JOAN DAVID**  
ADMINISTRATIVE AIDE  
JDAVID@FITCHBURGMA.GOV

February 24, 2016

The Honorable City Council  
Fitchburg Municipal Offices  
166 Boulder Drive, Suite 108  
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby temporarily appoint Mr. Anthony M. Zarrella of 90 Green Briar Road, Fitchburg, MA as a member of the Zoning Board of Appeals for a term of 6 months, effective immediately, to expire on August 24, 2016.

Please feel free to contact me with any questions.

Sincerely,

  
Stephen L. DiNatale  
Mayor

Communication read and placed on file in the City Clerk's Office.

*City of Fitchburg,*

March 3, 2016

Communication  
His Honor the Mayor

Appointment Letters

B. Mr. Rick Boscardin to the Zoning Board of Appeals to fill the balance of the term of Mr. James Concannon for a term to expire on January 1, 2020.



*The City of Fitchburg*

*Massachusetts* CLERK

OFFICE OF THE MAYOR 10 10  
16 FEB 18

**STEPHEN L. DINATALE**  
**MAYOR**

166 BOULDER DRIVE  
FITCHBURG, MA 01420  
TEL. (978) 829-1801

**AARON TOURIGNY**  
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**JOAN DAVID**  
ADMINISTRATIVE AIDE  
JDAVID@FITCHBURGMA.GOV

February 18, 2016

The Honorable City Council  
Fitchburg Municipal Offices  
166 Boulder Drive, Suite 108  
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby appoint and ask for your confirmation of Mr. Rick Boscardin of 87 Prospect Street, Fitchburg, MA, as a member of the Zoning Board of Appeals to fill the balance of the term of Mr. James M. Concannon for a term to expire on January 1, 2020.

Please feel free to contact me with any questions.

Sincerely,

Stephen L. DiNatale  
Mayor

*City of Fitchburg,* March 3, 2016

The following Communication was received regarding the Appointment of Mr. Rick Boscardin:

Communication  
His Honor the Mayor  
Appointment Letters



**STEPHEN L. DINATALE**  
MAYOR  
166 BOULDER DRIVE  
FITCHBURG, MA 01420  
TEL. (978) 829-1801

*The City of Fitchburg*

*Massachusetts* FITCHBURG CITY CLERK  
OFFICE OF THE MAYOR 16 FEB 26 16 26

**AARON TOURIGNY**  
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**JOAN DAVID**  
ADMINISTRATIVE AIDE  
JDAVID@FITCHBURGMA.GOV

February 26, 2016

Anna M. Farrell, City Clerk  
The Honorable City Council  
Fitchburg Municipal Offices  
166 Boulder Drive, Suite 108  
Fitchburg, MA 01420

RE: Council Agenda, March 3, 2016- II. Communications from His Honor the Mayor

Dear City Clerk and City Council,

This letter is to formally withdraw within Section II- Communications from the Mayor, as seen on the March 3, 2016 agenda, Item 4 (B).

Thank you for your attention to this important matter.

Sincerely,

Stephen L. DiNatale  
Mayor

Communications read and placed on file in the City Clerk's Office.

*City of Fitchburg,*

March 3, 2016

Communication  
His Honor the Mayor

Appointment Letters

C. Ms. Santa Helena Amico to the Human Rights Commission for  
a term to expire on May 1, 2019.



**STEPHEN L. DINATALE**  
**MAYOR**

166 BOULDER DRIVE  
FITCHBURG, MA 01420  
TEL. (978) 829-1801

*The City of Fitchburg*

*Massachusetts*  
OFFICE OF THE MAYOR

FITCHBURG CITY CLERK

16 FEB 25 08 42

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ATOURIGNY@FITCHBURGMA.GOV

**JOAN DAVID**  
ADMINISTRATIVE AIDE  
JDAVID@FITCHBURGMA.GOV

February 22, 2016

The Honorable City Council  
Fitchburg Municipal Offices  
166 Boulder Drive, Suite 108  
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby appoint and ask for your confirmation of Ms. Santa Helena Amico of 188 Beach Street, Fitchburg, MA,  
as a member of the Human Rights Commission for a term to expire on May 1, 2019.

Please feel free to contact me with any questions.

Sincerely,

Stephen L. DiNatale  
Mayor

*City of Fitchburg,*..... March 3, 2016

Communication  
His Honor the Mayor

Appointment Letters

D. Ms. Claudia Stephens to the Fitchburg Cultural Council  
for a term to expire on September 1, 2019.



*The City of Fitchburg*  
*Massachusetts*  
OFFICE OF THE MAYOR

FITCHBURG CITY CLERK

16 FEB 25 08 42

**STEPHEN L. DINATALE**  
**MAYOR**

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**JOAN DAVID**  
ADMINISTRATIVE AIDE  
JDAVID@FITCHBURGMA.GOV

February 22, 2016

The Honorable City Council  
Fitchburg Municipal Offices  
166 Boulder Drive, Suite 108  
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby appoint and ask for your confirmation of Ms. Claudia Stephens of 490 Pearl Hill Road, Fitchburg, MA,  
as a member of the Fitchburg Cultural Council for a term to expire on September 1, 2019.

Please feel free to contact me with any questions.

Sincerely,

Stephen L. DiNatale  
Mayor

*City of Fitchburg,*

March 3, 2016

Communication  
His Honor the Mayor  
Appointment Letters

E. Mr. Adrian Ford re-appointment to the Human Rights  
Commission for a term to expire on May 1, 2019.



**STEPHEN L. DINATALE**  
**MAYOR**  
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FITCHBURG, MA 01420  
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*The City of Fitchburg*

*Massachusetts* FITCHBURG CITY CLERK  
OFFICE OF THE MAYOR 16 FEB 25 08 42

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February 22, 2016

The Honorable City Council  
Fitchburg Municipal Offices  
166 Boulder Drive, Suite 108  
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby reappoint and ask for your confirmation of Mr. Adrian Ford of 66 Day Street, Fitchburg, MA, as a member of the Human Rights Commission for a term to expire on May 1, 2019.

Please feel free to contact me with any questions.

Sincerely,

Stephen L. DiNatale  
Mayor

*City of Fitchburg,*

March 3, 2016

F. Mr. Charles Caron re-appointment to the Fitchburg  
Redevelopment Authority for a term to expire on July 1,  
2019.

Communication  
His Honor the Mayor  
Appointment Letters



**STEPHEN L. DINATALE**  
**MAYOR**

166 BOULDER DRIVE  
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*The City of Fitchburg*  
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**OFFICE OF THE MAYOR**

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**JOAN DAVID**  
ADMINISTRATIVE AIDE  
JDAVID@FITCHBURGMA.GOV

February 11, 2016

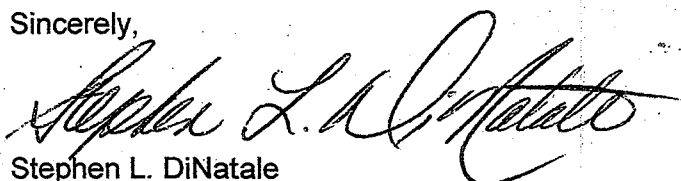
The Honorable City Council  
Fitchburg Municipal Offices  
166 Boulder Drive, Suite 108  
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby reappoint and ask for your confirmation of Mr. Charles Caron of 75 Prospect St Fitchburg, Ma, as a member of the Fitchburg Redevelopment Authority for a term to expire on July 1, 2019.

Please feel free to contact me with any questions.

Sincerely,

  
Stephen L. DiNatale  
Mayor

Appointments read and referred to the Appointments Committee.



## Communication

Planning Board  
Re: CDBG Year 42

## OTHER COMMUNICATIONS

1. Letter from Planning Board to the Mayor regarding Planning Board recommendations for Year 42 Community Development Block Grant Program (CDBG).



CITY OF FITCHBURG  
PLANNING BOARD

301 BROAD STREET  
FITCHBURG, MASSACHUSETTS 01420

(978) 829-1891  
PHONE

(978) 345-9687  
FAX

February 18, 2016

Honorable Stephen L. DiNatale  
Mayor, City of Fitchburg  
166 Boulder Drive  
Fitchburg, MA. 01420

Dear Mayor DiNatale:

At the Planning Board meeting held on February 16, 2016, the Planning Board voted to recommend the following Year 42 Community Development Block Grant Program.

**I. ANTICIPATED FUNDING FOR YEAR 42 PROGRAM**

YEAR 42 ENTITLEMENT	\$ 898,104.00
ESTIMATED PROGRAM INCOME FROM PRIOR YEARS (BOH and Building Code Enforcement Fees Collected)	\$ 22,399.87
REPROGRAMMED AMOUNT (Reprogrammed amount is from unused funds in previous years.)	\$ 53,739.17

**ANTICIPATED FUNDING AS OF 7/1/16** **\$ 974,243.04**

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Communication

Planning Board  
Re: CDBG Year 42  
(cont)**II. CDBG YEAR 42 FUNDING REQUESTED**

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PUBLIC SERVICES (6)	\$ 228,043.43
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PLANNING AND ADMINISTRATION (1)	\$ 217,000.00
<b>TOTAL YEAR 42 FUNDING REQUESTS (18)</b>	<b>\$1,499,043.43</b>

**III. RECOMMENDATIONS**

The Planning Board recommends adoption of the following Year 42 Program.

PUBLIC FACILITIES (2)	\$ 210,000.00
PUBLIC SERVICES (5)	\$ 152,000.00
ECONOMIC DEVELOPMENT (1)	\$ 20,000.00
CLEARANCE ACTIVITY (1)	\$ 188,243.04
REHAB AND PRESERVATION (2)	\$ 192,000.00
PLANNING AND ADMINISTRATION (1)	\$ 212,000.00
<b>TOTAL YEAR 42 FUNDING RECOMMENDATIONS (12)</b>	<b>\$ 974,243.04</b>

Communication

Planning Board  
Re: CDBG Year 42  
(cont)**PUBLIC FACILITIES AND IMPROVEMENTS****Twin Cities Rail Trail (TCRT)****\$100,000**

Summary: Project funds will be used to cover a portion of the total purchase price of 2.2 miles of abandoned rail banked line in Fitchburg, to create a multi-use trail from Fitchburg to Leominster. The state has committed more than \$12 million in funds to design and construct the TCRT, and a federal earmark of \$2 million has been set aside towards the \$3 million purchase price of the trail. The balance of the purchase price is expected to be borne by the two cities.

**Parks and Playgrounds Improvement Project****\$110,000**

Summary: Project funds will be used to match \$244,203 in Parkland Acquisitions and Renovations for Communities Program funds (PARC) to make improvements to the First and Railroad Street Park. Activities include the installation of a basketball court and provision of green space for passive recreation and education. The mitigation of storm water runoff is an added benefit of the project. These funds will be used to supplement prior year CDBG funds to continue work on other parks listed on the City's Priority Action Plan for Parks and Playgrounds.

**TOTAL PUBLIC FACILITIES AND IMPROVEMENTS****\$210,000.00****PUBLIC SERVICES****MIHN Family Housing/Self Sufficiency Program****\$9,000**

Summary: Project funds will provide emergency housing for homeless families in North Worcester County, including case management and follow up services once a family leaves the shelter. Overnight supervision is provided 7 days a week. It is estimated that 20 families will be served during the program year, of which an estimated 50% or 10 families (unduplicated count) will originate from Fitchburg. Approximately 300 volunteers from 9 local churches assist in the operation of the program which includes the provision of 3 meals a day. Funds will support the salary of the Operations Manager. MIHN recently relocated to 758 Main Street in Leominster. The new location has a 20-bed capacity and can hold up to 3-5 families at one time.

**Building Leadership & Inspiring Self-Sufficiency****\$53,000**

Summary: Project funds will be used to provide an afterschool youth program, information and referral, food pantry, bi-lingual services to Latino residents, GED in Spanish, ESL, citizenship, civic & community engagement at the Cleghorn Neighborhood Center (CNC). Funds will be for staff salaries, additional part-time assistant in the afterschool program, and related administrative costs. The agency operates citywide. It is estimated that 1,100 (unduplicated count) will be served. CNC is located at 2-18 Fairmount Street and the Youth Center at 40 Fairmount Street.

**Spartacus Program****\$9,000**

Summary: Project funds will be used to support staff salary of the Teen Center Spartacus Program, offering services to at-risk youth between the ages of 13 and 18 who live in Fitchburg. Emphasis will be on Youth Development, Healthy Living and Social Responsibility through physical fitness, team building, life skills training and outdoor activities. It is estimated that 50 youth (unduplicated count) will be served. The afterschool program will operate between September and June. The YMCA is located at 55 Wallace Ave in Fitchburg.

**Drug Enforcement and Patrol Program****\$65,000**

Summary: Project funds will be used to provide for police overtime expenses related to drug investigation activities in the CDBG Strategy Area, and foot/motorcycle/bicycle patrols in the Main Street area. This project will help alleviate drug activity, violent crime and property crime, which will benefit residents and businesses. Police activities include narcotics investigations, surveillance, undercover buys, search warrant services and arrests.

**Transportation Services to Afterschool Program****\$16,000**

Summary: Project funds will be used to provide one-way transportation from Fitchburg schools to the Boys and Girls Club Afterschool Program. The Fitchburg schools include: Memorial, South Street, Reingold, Crocker, McKay, Longsjo, Sizer and Fitchburg High School. It is estimated that approximately 1,440 transportation trips will be provided. This service is for Fitchburg youth between the ages of 8 and 18. It is estimated that 250 Fitchburg youth (unduplicated count) will be served. The Club is located at 365 Lindell Street in Leominster.

**TOTAL PUBLIC SERVICES****\$152,000.00****ECONOMIC DEVELOPMENT****Small Business Technical Assistance Program****\$20,000**

Summary: Project funds will provide outreach and technical assistance to businesses. This program leverages loans for small businesses. Additional staff time will be used to address business development related to the North of Main Street project. It is estimated that 40 businesses will be served (unduplicated count), 60 jobs will be created/retained, 40 businesses will be counseled, 4 loans with a value of \$100,000 total will be facilitated, 25 business plans will be developed and 10 businesses will be trained. Funds will be used to pay staff salary. The CDC recently changed its name to NewVue Communities in 2015 and expanded its service area to include all of North Central Massachusetts. The office is located at 470 Main Street.

**TOTAL ECONOMIC DEVELOPMENT****\$20,000.00**

Communication

Planning Board  
Re: CDBG Year 42**CLEARANCE ACTIVITIES****Demolition****\$188,243.04**

Summary: Project funds will be used to remove abandoned structures primarily in the CDBG strategy area, which pose an imminent threat to public safety and which contribute to slums and blight, although the entire city is CDBG eligible. It is estimated that 8 buildings containing up to 20 units will be demolished. Consultants will be hired for specific expertise such as environmental assessment or engineering services.

**TOTAL CLEARANCE ACTIVITY****\$188,243.04****REHABILITATION AND PRESERVATION****Building Code Enforcement****\$49,000**

Summary: Project funds will be used to pay 50% of one existing full-time Building Inspector position and 50% of one full-time Clerk position. Through enforcement of the State's Sanitary and Building Codes, Fitchburg's housing stock will be greatly improved. To be eligible, this activity must be part of a comprehensive strategy to arrest deterioration, including housing rehab and demolition. It is estimated that 1,500 housing units (duplicated count) will be inspected in the CDBG strategy area.

**Board of Health Code Enforcement****\$143,000**

Summary: Project funds will be used to pay 100% of two existing full-time BOH Inspector positions and 50% of one full-time Clerk position. Through the enforcement of the State's Sanitary and Building Codes, Fitchburg's housing stock will be greatly improved. To be eligible, this activity must be part of a comprehensive strategy to arrest deterioration, including housing rehab and demolition. It is estimated that 2,000 housing units (duplicated count) will be inspected in the CDBG strategy area.

**TOTAL REHABILITATION AND PRESERVATION****\$192,000.00**

*City of Fitchburg,*

March 3, 2016

Communication

Planning Board  
Re: CDBG Year 42  
(cont)

**PLANNING AND ADMINISTRATION**

**CDBG Administration**

**\$212,000**

Summary: Project funds will be used to provide for the necessary administration of CDBG programs and sub-recipient contracts in accordance with federal guidelines, including staffing, technical services and planning activities. This also includes grant writing and administration of grant projects, which help leverage several million dollars in additional state and federal grants.

**TOTAL PLANNING AND ADMINISTRATION**

**\$212,000.00**

**TOTAL RECOMMENDED YEAR 42 CDBG PROGRAM**

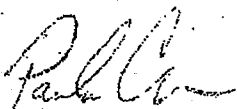
**\$967,664.04**

**TOTAL ANTICIPATED FUNDING AVAILABLE**

**\$967,664.04**

Your final proposed Year 42 CDBG Program should be submitted to the City Council for its recommendations no later than March 1, 2016. Thank you for your attention to this matter.

Sincerely,



Paula Caron, Chair of the Fitchburg Planning Board

Cc: Fitchburg City Council  
Larry Casassa, Acting Director of Community Development  
Mary McCaffrey, Community Development Administrator

Communication read and referred to the Council as a Whole  
Committee with the Mayor's recommendations.

*City of Fitchburg,*

March 3, 2016

Communication  
Calvin D. Brooks  
City Treasurer

Re: Tax liens

2. Letter from Calvin D. Brooks, Treasurer regarding a tax lien on three properties.



**CALVIN D. BROOKS**  
Treasurer

**City of Fitchburg**

OFFICE OF THE TREASURER

166 Boulder Drive  
Fitchburg, MA 01420

978-829-1830  
FAX 978-829-1971

March 3, 2016

Anna Farrell, City Clerk  
166 Boulder Drive  
Fitchburg, MA 01420

Re: Petition #26-2016

Dear Anna:

This morning I reviewed the tax compliance of the petitioners for the four properties that I believe they own—12 Park Street, 26 West Street, 435 Rollstone Street, and 122 Oak Hill Road. There has been no change since I reported to you on February 8, 2016. The owners are not tax compliant.

The property at 12 Park Street is tax compliant. The other three properties owe taxes for FY2015 and will be included in an advertisement in tomorrow's paper for a tax taking on March 18<sup>th</sup>. If payment is not received by March 18<sup>th</sup>, the city will be placing a tax lien on those three properties.

Please contact me if you have any questions.

Sincerely,

Calvin D. Brooks  
Treasurer

Communication read and placed on file in the City Clerk's Office.

**ANNUAL REPORT**

32-2016. Fitchburg Redevelopment Authority for Fiscal Year 2015  
and the Audited Financials for Fiscal Year 2014.



166 Boulder Drive, Suite 104 East  
Fitchburg, MA 01420  
Phone: 978-345-9602 Fax: 978-345-9604  
[www.DiscoverFitchburg.com](http://www.DiscoverFitchburg.com)

**Memorandum**

**DATE:** February 23, 2016  
**TO:** City Council  
**FROM:** Dan Curley, Executive Director  
**RE:** FRA Annual Report

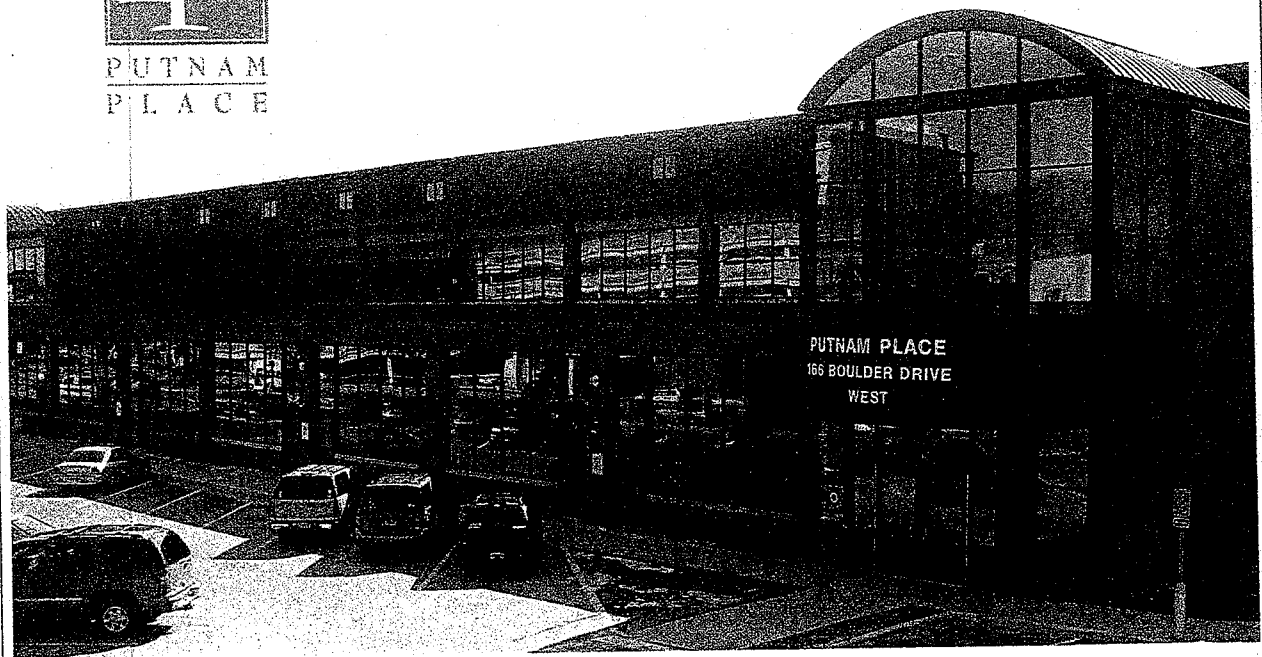
Enclosed is a copy of the Fitchburg Redevelopment Authority's Annual Report for Fiscal Year 2015 and the Audited Financials for Fiscal Year 2014. Please note that the FRA's fiscal year runs from January-December. Please also note that all future reports will be submitted with our audited financials lagging somewhat behind due to the new GAASB laws in effect for pension plans. Each year we will have to rely on the information given to us by the audited financials from our respective pension plan, and in turn makes our financials available to us at a later time period in the year than we had previously received them.

This information is submitted in compliance with Section 52, Chapter 121B of the General Laws, as amended, which requires each Urban Renewal Agency to keep an accurate record of all its activities, receipts, and expenditures in connection with the planning and execution of Urban Renewal Projects and to annually make a report of such to the Department of Communities and Development, the State Auditor and the Mayor of the city within which such Authority is organized.

Please do not hesitate to contact me if you should have any questions.



# Fitchburg Redevelopment Authority 2015 Annual Report



*Putnam Place Business Center, 166 Boulder Drive, Fitchburg, Massachusetts*

Dan Curley, Executive Director  
Thomas Donnelly, Chairman  
Charles Caron, Vice Chairman  
Kenneth Caron, Treasurer  
James Hohman, Member  
George Leonhardt, Member

## Establishment

The Fitchburg Redevelopment Authority (FRA) was established on January 21, 1964, under the provisions of Section 26QQ of Chapter 121 (recorded in 1969 as Section 4 of Chapter 121B) of the General Laws of the Commonwealth of Massachusetts as amended.

The FRA office is located at Putnam Place, 166 Boulder Drive, Suite 104, Fitchburg, Massachusetts.

The membership, as of December 31, 2015, was as follows:

### Expiration

Thomas Donnelly ..... Chairman.....April 2017  
149 Prospect Street  
Fitchburg, MA 01420

Charles Caron..... Vice Chairman.....July 2015  
75 Prospect Street  
Fitchburg, MA 01420

Kenneth Caron..... Treasurer..... July 2019  
46 Lovisa Street  
Fitchburg, MA 01420

James Hohman..... Member.....January 2018  
69 Dailey Terrace  
Fitchburg, MA 01420

George Leonhardt..... Member ..... July 2016  
175 Bridlecross Street  
Fitchburg, MA 01420

## Administrative Matters

In 2015 all members of the Board of Directors remained the same. Dan Curley remained as full time Executive Director, Jennifer Hines remained as full time Accountant/Executive Assistant and Tom Szocik remained as Facilities Consultant.

## Summary

### PUTNAM PLACE

#### \* Section 108 Loan

The FRA made two (2) payments for the HUD-108 loan in 2015. The first payment consisted of \$20,126.80 for interest and \$938.75 for administrative fees. The second payment consisted of \$20,126.80 for interest, \$938.75 for administrative fees and \$751,000 on the principal. The repayment of this \$6 million dollar loan was fulfilled in July 2015.

#### \* PILOT Program

The FRA made a payment in lieu of taxes to the City of Fitchburg for all properties owned in the amount of \$145,129.49 for fiscal year 2015.

#### \* Tenants

- ♦ *DRS-PTI* - Continued to lease space in Building #2 for a total amount of 114,454 square feet of Manufacturing Space, and 22,000 square feet for Office Operations. DRS, after winning a bid for a new contract, has made over \$6 million dollars of private investment in the manufacturing area on equipment, renovations and upgrades to the facility to accommodate their needs to fulfill the contract.
- ♦ *City of Fitchburg Municipal Offices* - Continued to lease space in Building #2 for a total amount of 14,550 square feet. The City enters the last year of their lease for space at Putnam Place. Discussions will be ongoing concerning the City's options and choice to exercise a series of one year options to stay at Putnam Place.
- ♦ *NEON, Inc.* - Continued to lease space in Building #2 for a total amount of 2,000 square feet.

- ♦ *Worcester County Registry of Deeds* – Continued to lease space in Building #2. A new lease was negotiated in July 2015 for the Registry to extend their current space/rates until June 2019.
- ♦ Leasable space in Putnam Place is summarized as follows:

Totals for Site	Total Area – 240,480
	Total Leasable – 221,888
	Total Leased – 168,890
	Percent Leased – 76%

### \* Capital Improvement Projects

- ♦ The Chiller Project was completed in 2015 with all HVAC systems being programmed.
- ♦ The parking lot portion of Building #1/#4 Demo Project was completed in the spring of 2015. This allowed approximately 50 additional parking spaces at Putnam Place.
- ♦ The façade to Building #2 will be updated to reflect the remainder of the building. The FRA contracted Tighe & Bond to inspect the windows for any hazardous materials; this will determine how the windows should be properly handled and disposed of when removed. This information will be needed for a bid package that is expected to be released in the spring of 2016.
- ♦ It was determined that an update will need to be done to Building #3 to help showcase the new look of the complex. Ideally, capital improvements to the building will happen when a tenant leases the space, in the meantime some paint will be used on the old windows to reflect an updated look.

## URBAN RENEWAL PLAN

### \* Intermodal Parking Garage

- ♦ MART (Montachusett Area Regional Transport) submitted its ninth payment of \$53,333.33 to the FRA in July 2015. Payments will be received from MART until 2026.

## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)**\* Property Acquisitions/Dispositions**

- ◆ North Street Corridor Project – Fitchburg Commons LLC, an affiliate of Concord Square Planning & Development, Inc. closed on the front portion of land on Main Street in April 2015. A new CVS was built and opened for operations in October 2015. The total investment in the project was over \$7.8 million dollars, created 45 construction jobs and 34 full time retail jobs.

The FRA is retaining approximately 1.7 acres of land between North and Snow Streets, Final plans have not been determined for this land, which the FRA intends to sell.

**\* Main Street Housing Program**

- ◆ The FRA continues to offer \$5,000 per housing unit for redeveloped properties through their Main Street Housing Program. The FRA did not receive any requests through the program for 2015.

**\* Neighborhood Improvement Code Enforcement (NICE)**

- ◆ After discussions about the probability that some troubled, blighted and dangerous properties within the Urban Renewal area slated for demolition by the City's NICE committee and Community Development Office might have to be put off until a future year due to lack of funding, the FRA contributed \$60,674.50 to the efforts of the City of Fitchburg Planning Department. The contribution of these funds to the City of Fitchburg and used for code enforcement efforts ensured that the two blighted properties in the Urban Renewal Area were demolished in July 2015. The FRA will continue to support the City's NICE program efforts.

**\* Crocker Field**

- ◆ Joining efforts to raise money for the demolition and rebuilding of the concession stand at historic Crocker Field that was destroyed by fire in September of 2015, the FRA contributed \$14,730 to help the Crocker Field Restoration Committees meet their required insurance deductible, allowing the reconstruction process to commence without further delay.

## GENERAL

### \* Brownfields

- ◆ The FRA is in the process of gathering information to develop an inventory of Brownfields properties to import into the City of Fitchburg's GIS system. It will allow the FRA to categorize and narrow down the best properties to redevelop. The FRA staff also attended the semi-annual Brownfields Conference in September 2015.

### \* Additional Economic Development Activities

- ◆ A proposal was submitted by Weston & Sampson for design services for the proposed industrial park on Airport Road. The proposal includes studying several options and maximizing the use of the property.
- ◆ Carol Wolfe from the Department of Housing and Community Development visited Fitchburg in April 2015 and saw several projects that the FRA has worked on in the Urban Renewal Area.
- ◆ The FRA continues to work with the City of Fitchburg at the Lagoon Site in West Fitchburg for purposes of developing a Business Park.
- ◆ The FRA applied for an IRAP Grant on behalf of MART for upgrades to the industrial rail at the Omnova site in the 231 Industrial Park in West Fitchburg off Route 2. The Grant was r in January 2013, pending additional information to be requested from the State. Due to the numerous changes and delays to the Wachusett Station project along with other uncertainties, the future of this project is unknown.
- ◆ After being contacted by councilor Jeff Bean about a meeting he had with the owner of a marketing research company with approximately 25 employees. The owner had expressed interest in the 231 Industrial Park if there were any opportunities available. The FRA staff put him in touch with a realtor who represented the owner of one of the buildings in the Park and a deal was reached. The company was due to open in their new space February 1, 2016
- ◆ The FRA revamped it's website in July 2015.

## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)**Fitchburg, Ma. Downtown Activity during the Urban Revitalization Effort.**

**Multi-Model Transportation Center** \$7.5 million public investment  
Express train added to the commuter rail service reducing travel time to Boston to 1 hour 14 minutes.  
Strategic plan to reduce travel time to less than 1 hour developed.

**MART Garage** \$8.8 million public project  
100 Main Street. 400 car parking garage with 13, 000 square feet first class office/retail space.

**Putnam Place** \$18.3 million public investment, \$6 million private investment  
The facility has over 161,000 Square feet of space leased and over 250 employees located within the business center. A new truck entrance was completed in 2010 with a CDAG Grant. City of Fitchburg Municipal Offices moved into Putnam Place in September 2012, retaining 150 jobs. Another 31 jobs created with another tenant moving into the building in October 2012. Demolition of a blighted building on the complex and additional parking space was completed in 2015 with a grant from MassDevelopment. A tenant, DRS won a bid for a contract and made approximately \$6 million dollars of private investment in the manufacturing area on equipment, renovations and upgrades to the facility to accommodate their needs to fulfill their contract.

**Riverfront Park Urban Park** \$2.25 million public investment in creation of the park, additional \$450,000 invested in the Rehabilitation of the "Old Iron Bridge and the City of Fitchburg invested an additional Urban Self Help Grant of approximately \$350,000 to gain access to the river in this park. Construction completed in July 2010. Developed on a downtown Brownfield site. Host to a number of family friendly events throughout the year.

**North Street Project** Approximately \$7.8 million private investment  
Connecting Fitchburg State College to Main Street. The FRA has acquired several properties and blighted buildings on North, Snow and Cherry Street have either been demolished or will be demolished.  
Construction of a CVS building on Main Street was completed in 2015. Property owned by the FRA in the back of CVS will be marketed by the FRA now that Phase 1 of the project is complete.

**New Central Fire Station** \$7.8 million public project.  
City of Fitchburg Located on North St.

**Fitchburg State Science and Technology Center** \$42 million project.  
This is a project that is supported by the Higher Education Bond Bill. The current phase is focused on the new wing that is scheduled to open in the summer of 2013. The following year renovations to the existing lab building was completed in the summer of 2014.

**Fitchburg State University** \$2.5 million project.  
Upgrade to the Wallace Civic Center.

**Fitchburg State University** \$19 million project.  
Built a new dormitory building 2009.

**Fitchburg State University** \$1.3 million project.  
Built a new central campus police station 2009.

**Fitchburg State University \$1 million project.**  
Parking improvements along North St in 2008-2009.

**Fitchburg State University Multi-year, multi-million dollar project.**  
The renovation of the Hammond Campus Center & Library is a project that is supported by revenue bonds through the Massachusetts State College Building Authority, which is supported by student fees. The first phase in 2010-2011 was focused on improving access to and through the facility and site along with renovated student support space. This phase of work was completed in July 2012.

**Fitchburg State University \$7 million project.**  
This project is supported by the operating budget. The renovations include the closure of Highland Avenue to vehicle traffic along with the creation of a pedestrian plaza that connects the east side of the campus with the main academic core. It also includes accessibility improvements to a number of buildings on campus with the most visible being the Weston Auditorium, which is home to the Center Stage program. A number of projects focused on the academic environment were also undertaken including the continued renovation of classrooms, faculty offices and specialty academic labs.

**Association of Retarded Citizens Association \$3 million private investment**  
Renovations of their Main Street building completed in 2013.

**Micron Products, Inc. \$13.5 million private project**  
Acquisition of three properties, 10 Main Street and 1-15 Summer Street. Micron has grown from 48 employees to over 90.

**Research Results \$350,000 private purchase price.**  
791-805 Main Street. Relocation and expansion of a Fitchburg business into downtown adding 20-30 new jobs.

**The Rabbit Hole** an independent bookstore opened in the fall of 2008.  
805 Main St. leasing the two-story building at 805 Main Street from Research Results. Business closed in 2012, replaced with a Barber Shop which retained 2 jobs in 2013.

**Fitchburg Place \$19 million private renovations, \$261,000 public investment.**  
16 Prichard Street, 50 feet from Main Street, with 96 units of assisted living for Fitchburg senior citizens. Creating 30 jobs and increasing pedestrians traffic in Downtown Fitchburg. Project completed in 2012.

**Fitchburg Historical Society \$1.5 million private investment**  
781 Main Street. Purchased building on Main Street. Plans to renovate and relocate to Main Street building.

**Central Plaza Phase I - \$7 million private renovation of the downtown shopping center. Phase II will**  
include renovations of their current store and possible expansion of the facilities at that location.  
90 Water Street, Downtown Fitchburg. Market Basket relocated from its existing approximately 40,000 square feet to a newly renovated 60,000 square feet section. No update or job retainage information available at the time of reporting for 2014.

**Johnsonia Building**  
520 Main Street. Conversion of a former hotel into luxury condo's. Building burned down in 2012, has now become a vacant grass lot.



## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)**Dickinson Building**

326-344 Main Street. Establishment of a café serving deserts from the North End of Boston as well as martinis, cappuccinos, and cordials. Also offering acoustic entertainment. Phase II, upper floor reconstruction into condos (no update available at time of reporting on this phase of the project for 2014). Additional establishment added in 2009 (Chaibo's Coffee) serving coffee house fare and fondues for lunch and dinner, 10 new jobs for both establishments.

**Drury building**

Two Condo units and first floor retail space. First floor retail space completed and occupied; **Metro PCS**, 3 new jobs.

**Crescent Site**

Proposed 10 luxury condo units. As of 2010 project halted due to bankruptcy proceedings.

**Twin Cities CDC** \$2.5 million private project, \$617,000 public investment (HOME Grant)  
470 Main Street. Mixed-use project complete. 31 housing units. Fully occupied. (FRA participation by way of the Fitchburg Main Street Housing Program, Money paid out to project complete, \$115,000)  
10 jobs (retention) located in 3,000 square feet of newly created office space.

**Nashua River, Army Core of Engineers** \$200,000 publicly invested to date.  
Cleanup and restore habitat in the Nashua River, study and restoration project is ongoing.

**Unitil** spent up to \$6.5 million to date

In the process of demolishing an abandoned, blighted building on Sawyer Passway. They will also do environmental remediation preparing the site for reuse at an estimated cost unknown. The utility company is trying to identify the best possible reuse of the property. No updates to this project as of 2015.

**Rollstone Bank & Trust** \$2.5 million private project

780 Main Street. Formerly known as Fitchburg Savings Bank has renovated two buildings. Rollstone moved their main executive offices to Leominster in 2013.

**DeBonis & Davin Florist**

900 Main Street. Renovated two vacant apartments above the business creating two new living units on Main Street. The FRA contributed \$10,000 by way of the Fitchburg Main Street Housing Grant Program.

**Morin Square Diner**

15 Lunenburg Street. Relocation of restaurant in May 2010, retention of 5 jobs.

**Superfan's Deli & Pizzeria**

100 Main Street, MART Garage. Goomba's Pizza, new restaurant, 10 new jobs. Goomba's Pizza closed and Superfan's Deli & Pizzeria moved in 2014, retained 6 jobs.

**Hong Kong Café (Beemers)**

310 Main Street. New restaurant, 8 jobs. Restaurant closed in 2014. New business displaced by a fire expected to move in 2015. Business expected to open in 2016, investment figures and jobs to be reported then.

**Simmonds Hall** \$11 million private project

Willow Street. 94-year old manufacturing plant, renovated to 39 loft-style suites of private student housing for 153 students. Project completed in 2012. 2 full-time jobs to operate building.

**Dillon Hall** \$1.35 million private investment

75 Day Street. Private student housing for FSU with 45 bedrooms. Project completed in 2012. 2 full-time jobs to operate building.

**Montachusett Construction** \$250,000 private investment

Sawyer Passway. Renovated building, retained 6 jobs.

**Quick Mart** \$150,000 private investment

75 Main Street. Created 3 new jobs in 2011.

**City Cab**

100 Main Street, MART Garage. Moved in 2013 from another location in town, retained 2 jobs.

**Crocker Field Restoration Project** \$14,730 public investment

The Fitchburg Redevelopment Authority contributed to the restoration efforts for Crocker Field after a fire destroyed the concession stand in 2015.

**City Hall Café**

695 Main Street, Ownership change in 2015. Retained 4 jobs.

**The Man Cave**

300 Main Street. New business opened, consignment store for men's clothing. Creation of 2 jobs in 2015.

**Eddy's Music**

18 Mill Street. New business in 2015, music sales, rentals and lessons. Creation of 1 job.

Total Public investment	over \$46.6 million
Fitchburg State College investment	over \$72 million
Listed private investment (known figures)	over \$82 million
Brownfields Grant spent 2000-2015	\$542,580.00
Jobs created	over 568 for entire project
Jobs created for 2015	3
Total jobs retained for 2015	4

Annual Report

Fitchburg  
Redevelopment  
Authority (cont)

FITCHBURG REDEVELOPMENT AUTHORITY

FINANCIAL STATEMENTS AND REQUIRED  
SUPPLEMENTARY INFORMATION  
WITH INDEPENDENT AUDITOR'S REPORT

DECEMBER 31, 2014

FITCHBURG REDEVELOPMENT AUTHORITY

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## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)

**MARK S. MUELLER**

CERTIFIED PUBLIC ACCOUNTANT

23 Mill Street, Suite 2 - Leominster, Massachusetts 01453  
(978) 751-8040  
Fax (978) 840-0394

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Fitchburg Redevelopment Authority  
Fitchburg, MA 01420

**Report on the Financial Statements**

We have audited the accompanying financial statements of the Fitchburg Redevelopment Authority as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the Fitchburg Redevelopment Authority's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluation of the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Fitchburg Redevelopment Authority as of December 31, 2014, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles general accepted in the United States of America.

## Other Matters

## Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedule of the Fitchburg Redevelopment Authority's proportionate share of the net pension liability and schedule of contributions on pages 16 and 17 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provided any assurance.

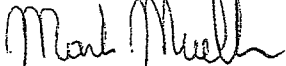
## Other Information

Management has omitted Management Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standard Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. Our opinion on the basic financial statements is not affected by this missing information.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 2, 2015, on our consideration of the Fitchburg Redevelopment Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Fitchburg Redevelopment Authority's internal control over financial reporting and compliance.

Sincerely,



Mark S. Mueller  
Certified Public Accountant  
September 2, 2015

## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)FITCHBURG REDEVELOPMENT AUTHORITY  
STATEMENT OF NET POSITION  
DECEMBER 31, 2014

<u>ASSETS</u>	
<u>Current assets:</u>	\$ 1,913,721
Cash and cash equivalents	460,905
Accounts and grants receivable-net	14,279
Prepaid expenses	273,505
Notes receivable-current portion	2,662,410
Total current assets	
<u>Capital assets:</u>	1,675,091
Capital assets not being depreciated	13,632,368
Capital assets being depreciated, net	15,307,459
Total capital assets	
<u>Other assets:</u>	8,940
Prepaid lease commissions-net	583,335
Notes receivable-net of current portion	592,275
	\$ 18,562,144
<u>Total assets</u>	
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	\$ 39,822
Pension contribution subsequent to measurement date	
<u>LIABILITIES AND NET POSITION</u>	
<u>Current Liabilities:</u>	\$ 217,730
Accounts payable and accrued expenses	3,973
Accrued payroll	2,336
Payroll taxes payable	14,850
Accrued compensated absences	19,009
Accrued interest payable	751,000
Current portion of long-term debt	13,978
Current portion of deferred gain on installment sale	1,022,876
Total current liabilities	
<u>Non current liabilities:</u>	40,395
Long-term debt-net of current portion	153,759
Deferred gain on installment sale-net of current portion	498,547
Net pension liability	87,782
Security deposits	780,483
Total non-current liabilities	1,803,359
Total liabilities	
<u>Net position:</u>	14,516,064
Invested in capital assets, net of related debt	2,282,543
Unrestricted	16,798,607
Total net position	\$ 18,601,966
<u>Total liabilities and net position</u>	
The Accompanying Notes are an Integral Part of These Financial Statements	

FITCHBURG REDEVELOPMENT AUTHORITY  
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET POSITION  
FOR THE YEAR ENDED  
DECEMBER 31, 2014

<u>Operating revenues:</u>		
Rent and other property payments		\$1,786,582
Grant revenue		1,071,804
Gross profit recognized on installment sale		13,978
Total operating revenues		2,872,364
<u>Operating expenses:</u>		
Utilities	559,124	
Depreciation	454,171	
Building demolition	391,089	
Repairs and maintenance	171,363	
Property taxes	151,839	
Salaries	130,135	
Insurance	66,239	
Pension plan expense	41,379	
Legal and professional fees	31,557	
Environmental investigation services	19,190	
Security services	17,255	
Payroll taxes and employee benefits	16,268	
Accounting and audit expense	11,500	
Office expense	7,792	
Travel and entertainment	6,682	
Bank charges	3,804	
Amortization	1,117	
Advertising	1,022	
Dues and subscriptions	835	
Total operating expenses		2,082,361
Income from operations		790,003
<u>Non-operating income/(expense)</u>		
Interest income	17,670	
Interest (expense)	(60,456)	
Change in allowance for doubtful accounts	11,000	
Net non-operating (expense)		(31,786)
Increase in net position		758,217
Net position, beginning of year		16,493,579
Prior period adjustment		(453,189)
Net position, beginning of year as restated		16,040,390
<u>Net position, end of year</u>		<u>\$16,798,607</u>

The Accompanying Notes are an Integral Part of These Financial Statements



## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)FITCHBURG REDEVELOPMENT AUTHORITY  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED  
DECEMBER 31, 2014

<u>Cash flows from operating activities</u>	\$3,031,682
Cash received from customers	(127,655)
Cash payments to employees	(1,471,340)
Cash paid to suppliers	7
Net cash provided by operating activities	1,432,687
<u>Cash flows from capital finance activities</u>	
Acquisition of capital assets	(180,277)
Payments on long-term obligations	(770,754)
Interest expense	(77,930)
Net cash used by capital finance activities	(1,028,961)
<u>Cash flows from investing activities</u>	
Loan to Concord Square Planning and Development	(181,553)
Repayment of note - mart	53,333
Interest Income	17,670
Net cash provided by investing activities	(110,550)
Net increase in cash	293,176
Cash and cash equivalents, beginning of year	1,620,545
<u>Cash and cash equivalents, end of year</u>	<u>\$1,913,721</u>
<u>Reconciliation of net operating income to net cash provided by operating activities</u>	
Income from operations	\$ 790,003
<u>Adjustments to reconcile net income from operations to net cash provided by operations</u>	
Depreciation and amortization	455,288
Gain on installment sale	(13,978)
(Increase)/Decrease in accounts receivable	172,961
(Increase)/Decrease in prepaid expenses	16,604
Increase/(Decrease) in accounts payable	21,027
Increase/(Decrease) in accrued payroll	600
Increase/(Decrease) in payroll taxes payable	(95)
Increase/(Decrease) in compensated absences	1,880
Increase/(Decrease) in accrued interest payable	(17,474)
Increase/(Decrease) in net pension liability	5,536
Increase/(Decrease) in security deposits	335
Total adjustments	642,684
<u>Cash provided by operating activities</u>	<u>\$1,432,687</u>

The Accompanying Notes are an Integral Part of These Financial Statements

FITCHBURG REDEVELOPMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Nature of Activities

Organization

The Fitchburg Redevelopment Authority (FRA) was established on January 21, 1964, as part of the City of Fitchburg, Massachusetts to engage in urban renewal and development. On September 23, 1964, the FRA commenced the independent management of its funds under Massachusetts General Law 121B.

Putnam Place

During 1999 the FRA acquired the building and land located on Boulder Drive, from General Electric Co., with the intent of converting the property to rentable office and manufacturing space, under the City of Fitchburg's Urban Renewal and Development plan. Putnam Place commenced operations during 2000.

b) Basis of Presentation

The Authority's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting as specified by the Governmental Accounting Standards Board's (GASB) requirements for a special-purpose government agency engaged solely in business-type activities. Operating revenues and expenses result from the administering of community development projects within the City in the areas of planning, economic development and workforce development. All other revenues and expenses are reported as nonoperating revenues and expenses.

c) Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

d) Revenue Recognition

The Authority earns revenue from a variety of different sources including, but not limited to, land sales, and long-term operating leases.

Sales revenue is generally recorded upon transfer of title or, in the case of installment sales, when certain milestones are met.

The Authority has long-term leases with certain tenants in its Putnam Place building, which expire through 2021.

The Authority also receives a significant amount of Governmental Grant revenue, which is used solely for capital projects that are under the oversight of the Authority.

## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)FITCHBURG REDEVELOPMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)e) Cash and Cash Equivalents

Cash and cash equivalents consist primarily of demand deposit accounts and certificates of deposit with maturities of 3 months or less. Cash and cash equivalents are stated at cost which approximates market value.

f) Accounts Receivable

Trade accounts receivable are stated at the amount the FRA expects to collect. The FRA maintains allowances for doubtful accounts for estimated losses resulting from the inability of its tenants to make required payments. Management considers the following factors when determining the collectability of specific tenant's accounts: tenant's credit-worthiness, past transaction history with the tenants, current economic industry trends and changes in tenant's payment terms. If the financial condition of the FRA's tenants were to deteriorate, adversely affecting their ability to make payments, additional allowances would be required. Based on management's assessment, the FRA provides for estimated uncollectible amounts through a charge to earnings and a credit to a valuation allowance. Balances that remain outstanding after the FRA has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable.

g) Property and Equipment and Depreciation

Property and equipment additions are recorded at cost. Depreciation is computed using the straight-line method over the following estimated useful lives:

Building and Improvements	10 - 50 Years
Furniture and Fixtures	3 - 7 Years
Equipment	5 - 7 Years

h) Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Fitchburg Redevelopment System (FRS) and additions to/deductions from FRS's fiduciary's net position have been determined on the same basis as they are reported by FRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

i) Advertising

Advertising costs are charged to operations when incurred.

FITCHBURG REDEVELOPMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)j) Concentrations of Credit Risk

Financial instruments that potentially subject the FRA to concentrations of credit risk consist principally of cash and certificates of deposit. The FRA maintains its cash in bank deposit accounts, the balances of which, at times may exceed federally insured limits. Accounts are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2014 FRA had approximately \$791,600 in excess of FDIC insured limits. The FRA has not experienced any losses in such accounts.

2. ACCOUNTS AND GRANTS RECEIVABLE

Accounts and grants receivable at December 31, 2014 consists of the following:

	<u>2014</u>
Due from the State of Massachusetts	\$ 368,957
Accounts Receivable Putnam Place	93,948
	<u>462,905</u>
Less: Allowance for Doubtful Accounts	<u>(2,000)</u>
	<u>\$ 460,905</u>

3. PREPAID EXPENSES

Prepaid expenses at December 31, 2014 consists of the following:

	<u>2014</u>
Prepaid Insurance	\$ <u>14,279</u>
Prepaid Lease Commissions	\$ 11,175
Less: Accumulated Amortization	<u>(2,235)</u>
	<u>\$ 8,940</u>

## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)FITCHBURG REDEVELOPMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2014

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4. NOTES RECEIVABLE

The FRA entered into an agreement with the Montachusett Regional Transit Authority (MART) dated May 23, 2003 to transfer ownership of property held by FRA for redevelopment. The agreement states that the MART will pay the FRA \$1,050,000 over a 21-year period commencing June 2006. At December 31, 2014, \$636,668 was due to FRA under the agreement.

The FRA entered into an agreement with Concord Square Planning & Development, Inc., in the amount of \$12,500, dated October 4, 2011, to help the borrower fund the deposits needed to purchase property located at 12 North Street, 28 North Street, and 17 Snow Street in Fitchburg, which will be used in future redevelopment projects. The agreement states that the borrower will repay the principal of \$12,500 along with simple interest in the amount of 4% per annum at the earlier of February 25, 2015 or the closing of the borrower's construction loan from its lender. At December 31, 2014, \$14,119 was due to FRA under the agreement.

The FRA entered into an agreement with Concord Square Planning & Development, Inc., in the amount of \$200,000, dated December 17, 2013, to fund the pre-closing costs required for the Fitchburg Commons Redevelopment Project located at the corner of North and Main Streets in Fitchburg. The agreement states that the borrower will repay the principle along with simple interest in the amount of 6% per annum at the earlier of February 25, 2015, or the closing of the borrower's construction loan from its lender. As of December 31, 2014, \$206,053 was due FRA under the agreement.

Principle Contractual Maturities on the Notes Receivable are as follows:

<u>Year ending December 31:</u>	
2015	\$ 273,505
2016	53,333
2017	53,333
2018	53,333
2019	53,333
Thereafter	<u>370,003</u>
	<u>\$ 856,840</u>

FITCHBURG REDEVELOPMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2014

5. CAPITAL ASSETS

The following is a summary of activities by major categories of capital assets for the year ended December 31, 2014.

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets not being depreciated:				
Land	\$ 672,612	-	-	\$ 672,612
Construction in progress	130,555	111,349	-	241,904
Property Held for Development	755,575	5,000	-	760,575
Total Capital Assets Not Being Depreciated	1,558,742	116,349	-	1,675,091
Other Capital Assets:				
Building Improvements	14,455,185	28,625	-	14,483,810
Building	2,750,000	-	-	2,750,000
Equipment	21,541	63,777	-	85,318
Computer Software	10,000	-	-	10,000
Total Other Capital Assets At Historical Cost	17,236,726	92,402	-	17,329,128
Less Accumulated Depreciation for:				
Building Improvements	2,560,049	392,352	-	2,952,401
Building	660,000	55,000	-	715,000
Equipment	15,318	4,041	-	19,359
Computer Software	7,222	2,778	-	10,000
Total Accumulated Depreciation	3,242,589	454,171	-	3,696,760
Other Capital Assets, Net	13,994,137	(361,769)	-	13,632,368
Capital Assets, Net	\$15,552,879	(245,420)	-	\$15,307,459

## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)FITCHBURG REDEVELOPMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2014

6. LONG-TERM DEBT

Long-term debt at December 31, 2014 consists of the following:

	<u>2014</u>
Note payable to the Mass Development Authority, non-interest bearing.	\$ 40,395

Mortgage note payable to the City of Fitchburg.  
Pass-thru HUD Section 108 loan, variable annual  
installments, including interest at a variable  
rate (approximately 4.7%) through July, 2015,  
secured by land, building, leases and rents.

751,000
791,395
<u>(751,000)</u>

Less: Current maturities

Long-term debt

<u>\$ 40,395</u>
------------------

Maturities of long-term debt are as follows:

Year ending December 31:2015  
2016

\$ 751,000
<u>40,395</u>

<u>\$ 791,395</u>
-------------------

7. OPERATING LEASES (AS LESSOR)

The FRA enters into rental agreements with numerous tenants consisting  
of various lease terms to rent office space and manufacturing facilities  
located at Putnam Place.

Future minimum rental payments to be received are as follows:

Year ending December 31:2015  
2016  
2017  
2018  
2019  
Thereafter

\$ 1,044,552
867,412
782,598
793,133
804,607
<u>780,372</u>
<u>\$ 5,072,674</u>

FITCHBURG REDEVELOPMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2014

8. PENSION PLAN

Plan Description

Fitchburg Redevelopment Authority employees are provided with pensions through the Fitchburg Retirement System (FRS) - a cost-sharing multiple-employer defined benefit pension plan administered by the Fitchburg Retirement System (FRS). Chapter 32 of the General Laws of Massachusetts grants the authority to establish and amend the benefit terms to the FRS Board of Trustees (FRS Board). FRS issues a publicly available financial report that can be obtained by writing to Fitchburg Retirement System, 718 Main Street, Fitchburg, MA. 01420.

Benefits Provided

FRS provides retirement, disability, and death benefits. Retirement benefits are determined as 2.5 percent of the employee's final 3-year average compensation times the employee's years of service. Employees with 10 years of continuous service are eligible to retire at age 55. Employees are eligible for service-related disability benefits regardless of length of service. Ten years of service is required for nonservice-related disability eligibility. Disability benefits are determined in the same manner as retirement benefits but are payable immediately without an actuarial reduction. Death benefits equal the following amounts monthly, spouse - \$500, first child - \$120, each additional child - \$90

Contributions

Per Chapter 32 of the General Laws of Massachusetts, contribution requirements of the active employees of the Fitchburg Redevelopment Authority are established and may be amended by the FRS Board. Employees are required to contribute 9.0 percent of their annual pay, up to \$30,000 and 11 percent on any salary in excess of \$30,000. The Fitchburg Redevelopment Authority's contractually required contribution rate for the year ended December 31, 2014, was 29.2 percent of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Fitchburg Redevelopment Authority were \$35,843 for the year ended December 31, 2014.

At December 31, 2014, the Fitchburg Redevelopment Authority reported a liability of \$498,547 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2014, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Fitchburg Redevelopment Authority's proportion of the net pension liability was based on a projection of the Redevelopment Authority's long-term share of contributions to the pension plan relative to the projected contributions of all participating entity's, actuarially determined. At December 31, 2014, the Redevelopment Authority's proportion was 0.42 percent, which was an increase of 0.04 from its proportion measured as of December 31, 2013.



## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)FITCHBURG REDEVELOPMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2014

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8. PENSION PLAN (CONTINUED)

For the year ended December 31, 2014, the Redevelopment Authority recognized pension expenses of \$36,214. At December 31, 2014, the Fitchburg Redevelopment Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experiences	\$ -	\$ -
Changes of assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	1,482	-
Changes in proportion and differences between Redevelopment Authority contributions and proportionate share of contributions	-	-
Redevelopment Authority Contributions subsequent to the measurement date	38,340	-
Total	<u>\$ 39,822</u>	<u>\$ -</u>

\$38,340 reported as deferred outflows of resources related to pensions resulting from Redevelopment Authority contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2015. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending December 31:	
2015	\$ 371
2016	371
2017	370
2018	370

Actuarial Assumptions

The total pension liability in December 31, 2014 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.00 Percent.
Salary increases	4.25 percent, average, including Inflation.
Investment rate of return	7.95 percent, net of pension plan investment expenses, including inflation.

FITCHBURG REDEVELOPMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2014

8. PENSION PLAN (CONTINUED)

Mortality rates were based on the RP-2000 Combined Mortality Table for Males or Females, as appropriate, with adjustments for mortality improvements based on Scale BB.

The actuarial assumptions used in the December 31, 2014 valuation were based on the results of an actuarial experience study for the period January 1, 2012 - December 31, 2013. As a result of the 2013 actuarial experience study, the expectation of life after disability was adjusted in the December 31, 2014 actuarial valuation to more closely reflect actual experience.

The long term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long Term Expected Real Rate of Return</u>
Core Bonds	13.0%	0.97%
Valued Added Bonds	10.0%	3.80%
Large Cap Equities	14.5%	4.61%
Mid/Small Cap Equities	3.5%	4.85%
International Equities	16.0%	5.10%
Emerging Market Equities	6.0%	6.31%
Private Equity	10.0%	6.55%
Real Estate	10.0%	3.40%
Timber/Natural Resources	4.0%	3.64%
Hedge Funds	9.0%	3.64%
Cash/Portfolio Completion	4.0%	0.00%
	<u>100.0%</u>	

Discount Rate

The discount rate used to measure the total pension liability was 7.95 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from all entity's will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine that total pension liability.

## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)FITCHBURG REDEVELOPMENT AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2014

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8. PENSION PLAN (CONTINUED)Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discounted Rate

The following presents the Redevelopment Authority's proportionate share of the net pension liability calculated using the discount rate of 7.95 percent, as well as what the Redevelopment Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.95 percent) or 1 percent point higher (8.95 percent) than the current rate.

	1% Decrease (6.95%)	Current Discount Rate (7.95%)	1% Increase (8.95%)
Fitchburg Redevelopment Authority's proportionate share of the net pension liability	\$ 597,880	\$ 498,547	\$ 417,654

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued FRS financial report.

9. CONTINGENCIESEconomic Development Administration

As a condition of the award of two grants from the United States Department of Commerce, Economic Development Administration (EDA), totaling \$2,000,000, the FRA must hold title to the Putnam Place property for a minimum of fifteen years, or risk repayment of the EDA grants. This agreement was confirmed by a vote of the FRA board of directors in June, 2006 and evidenced by the recording of a mortgage on said property.

Sick Time

Sick time can be accrued up to maximum of 334 days, but if an employee terminates employment for any reason other than retirement or death the accrued balance is forfeited. In the event of retirement or death the cash benefit received would be \$30 per accrued day to a maximum benefit of \$10,000 per employee.

10. RELATED PARTY TRANSACTIONS

Included in long-term debt is a note to the City of Fitchburg (see footnote 6 for details of the note).

11. PRIOR PERIOD ADJUSTMENT

A prior period adjustment of \$453,189 was recorded at January 1, 2014 to reflect FRA's pension liability at that date.

12. EVALUATION OF SUBSEQUENT EVENTS

The FRA has evaluated subsequent events through September 2, 2015, the date which the financial statements were available to be issued.

*City of Fitchburg,*..... March 3, 2016

Annual Report

Fitchburg  
Redevelopment  
Authority (cont)

FITCHBURG REDEVELOPMENT AUTHORITY  
REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2014

Annual Report

Fitchburg  
Redevelopment  
Authority (cont)

SCHEDULE OF THE FITCHBURG REDEVELOPMENT AUTHORITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

FITCHBURG RETIREMENT SYSTEM

LAST 10 FISCAL YEARS\*

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Fitchburg Redevelopment Authority's proportion of the net pension liability (asset)	0.42%									
Fitchburg Redevelopment Authority's proportionate share of the net pension liability (asset)	\$ 498,547									
Fitchburg Redevelopment Authority's covered employee payroll	\$ 129,428									
Fitchburg Redevelopment Authority's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	388.19%									
Plan fiduciary net position as a percentage of the total pension liability	45.55%									

\* The amounts presented for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year.

This schedule is presented to show information for 10 years. However, until a full 10 year trend is compiled, governments should present information for those years for which information is available

SCHEDULE OF THE FITCHBURG REDEVELOPMENT AUTHORITY'S CONTRIBUTIONS  
FITCHBURG RETIREMENT SYSTEM  
LAST 10 FISCAL YEARS

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Contractually required contributions	\$ 35,843									
Contributions in relation to the contractually required contribution	16,673									
Contribution deficiency (excess)	<u>\$ (19,170)</u>									
Fitchburg Redevelopment Authority's covered employee payroll	\$ 128,428									
Contributions as a percentage of covered employee payroll	27.90%									

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10 years trend is compiled, governments should present information for those years for which information is available

## Annual Report

Fitchburg  
Redevelopment  
Authority (cont)

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(978) 751-8040  
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of  
Fitchburg Redevelopment Authority

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Fitchburg Redevelopment Authority (a political subdivision), which comprise the statements of financial position as of December 31, 2014, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated September 2, 2015.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Fitchburg Redevelopment Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Fitchburg Redevelopment Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

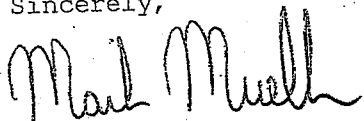
## Compliance and Other Matters

As part of obtaining reasonable assurance about whether Fitchburg Redevelopment Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is integral part of an audit performed in accordance with Government Auditing Standards in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Sincerely,



Mark S. Mueller  
Certified Public Accountant  
September 2, 2015



Reports of  
Committees

Appointments  
Committee  
Oral Report

## REPORTS OF COMMITTEES

### APPOINTMENTS COMMITTEE

Oral Report of meeting to be held on March 3, 2016 at 6:45PM

The Appointments Committee recommended the following  
Appointments be Confirmed:

#### Re-Appointments:

##### Human Rights Commission

Ms. Cheryl Maguy-Stewart, 81 Legros Street, Fitchburg  
(For a term to expire on February 1, 2019)

##### Disability Commission

Ms. Marshal D. Haneisen, 460 High Rock Road, Fitchburg  
(For a term to expire on February 1, 2019)

##### Council on Aging

Ms. Maureen McSheehy, 250 Mt. Vernon Street, Fitchburg  
(For a term to expire on January 1, 2019)

Report read and accepted. Appointments confirmed by unanimous  
vote. 10 members present. Board consists of 11 members.

### LEGISLATIVE AFFAIRS

Oral Report of meeting to be held on March 3, 2016 at 6:00PM

The Legislative Affairs recommended the following Petition be  
granted as amended:

241-2015. Councillor Angelo Bisol to change the current  
Ordinance to reflect MGL Ch. 90 s. 51E: Create and  
establish an Airport Commission for the City  
consisting of five members plus the Mayor, the  
President of the Council and the Commissioner of  
Public Works, who shall be ex-officio members.

#### CHAPTER 90 51E

Section 51E. In any city or town in which an airport is established under section fifty-one D, or under any other provision of law, **there shall be established a board consisting of an odd number of members not less than three nor more than eleven in number, to be called the airport commission**, which shall have the custody, care and management of the municipal airport of said city or town. Of the members appointed at least one shall be a person having experience in aeronautics. An airport commission may be established as herein provided in any city or town for the purpose of establishing an airport therein. Except as provided otherwise in any special law, enacted prior to January first, nineteen hundred and forty-seven, relating to an airport commission in any city or town, the members of the airport commission shall be appointed, in cities, by the mayor with the approval of the city council, and in towns by the selectmen. In the initial appointment of the members of such an airport commission, their terms shall be so arranged that one third of the members, as nearly as possible, will expire each year; and thereafter when the term of any member expires his successor shall be appointed to serve for the term of three years and, in each instance, until the qualification of his successor. Vacancies in the commission shall be filled for the unexpired term by the appointing authority. The members of said airport commission shall annually choose one of their members as chairman. The airport commission may appoint an airport manager who shall be qualified by general management experience and aeronautical knowledge and shall be the executive officer of said commission, and may also appoint an assistant airport manager who shall be qualified as aforesaid. Neither the airport manager nor the assistant airport manager shall be subject to chapter thirty-one. The assistant airport manager shall act in place of the airport manager at such times and under such conditions as the airport commission may direct. The airport manager, and the assistant airport manager when acting in place of the airport manager under the direction of the airport commission, shall be responsible to said commission for the proper maintenance and operation of such airport and of all facilities under his supervision. Subject to appropriation, said commission shall appoint such other officers and employees as its work may require and shall fix the salaries of all officers and employees appointed or employed by it.

Legislative  
Affairs Committee

*City of Fitchburg,*

March 3, 2016

Reports of  
Committees

Legislative  
Affairs Committee  
(cont)

**VINCENT P. PUSATERI, II**  
CITY SOLICITOR  
128 PRICHARD STREET  
FITCHBURG, MA 01420  
TELEPHONE: (978) 342-6081  
FAX: (978) 343-0600  
EMAIL: vpusateri@pusaterilaw.com



**MARK A. GOLDSTEIN**  
ASSISTANT CITY SOLICITOR  
144 CENTRAL STREET  
GARDNER, MA 01440  
TELEPHONE: (978) 632-1025  
FAX: (978) 632-1236  
EMAIL: attorney@markgoldsteinlaw.com

**LAW DEPARTMENT OF THE CITY OF FITCHBURG**

March 3, 2016

City Council  
Legislative Affairs  
166 Boulder Dr.  
Fitchburg, MA 01420

Re: Airport Commission Petition # 291-2015

Dear Mr. Bean:

This memorandum is intended to clear up the following issues with the airport commission.

- 1) How many members should be on the commission? An odd number between 3 and 11.
- 2) Are the ex officio members lawfully on the Commission? Yes.
- 3) What is the role of the ex officio member? They are voting members.
- 4) Do the ex officio members count to the calculation of a quorum? No.

**Discussion**

Massachusetts statute relative to the Airport provides as follows;

Reports of  
CommitteesLegislative  
Affairs Committee  
(cont)

“In any city or town in which an airport is established under section fifty-one D, or under any other provision of law, there shall be established a board consisting of an **odd** number of members not less than three nor more than eleven in number, to be called the airport commission, which shall have the custody, care and management of the municipal airport of said city or town. Of the members appointed at least one shall be a person having experience in aeronautics. An airport commission may be established as herein provided in any city or town for the purpose of establishing an airport therein.”

Consequently, all airport commissions must have an odd number of members (from 3 to 11) and have one person experienced in aeronautics.

The second section provides,

**“Except as provided otherwise in any special law, enacted prior to January first, nineteen hundred and forty-seven,** relating to an airport commission in any city or town, the members of the airport commission shall be appointed, in cities, by the mayor with the approval of the city council, and in towns by the selectmen. In the initial appointment of the members of such an airport commission, their terms shall be so arranged that one third of the members, as nearly as possible, will expire each year; and thereafter when the term of any member expires his successor shall be appointed to serve

for the term of three years and, in each instance, until the qualification of his successor. Vacancies in the commission shall be filled for the unexpired term by the appointing authority. The members of said airport commission shall annually choose one of their members as chairman."

Our ordinance makes a different provision that provides for ex officio members. This is different because the members are not appointed by the Mayor. They are entitled to be on the Air[port Commission as a result of their elected position. The bolded phrase was there result of an emergency amendment that occurred due to the fact that, at the time at least our airport (and probably) others, had members that were elected to the position. The ordinance providing for the ex officio members was adopted on September 19, 1944. Therefore it is lawful for the airport to have ex officio members.

The ex officio members have all of the rights and privileges as any other member on the airport commission. Robert's Rules of Order provide the ex officio members have all the privileges, including the right to vote, the right to make motions, the right to comment and all other rights but none of the obligations. Further Roberts Rules of Order provide authority that, ex officio members are not counted as members in the limited issue of counting a quorum. Consequently, ex officio members need not participate. Finally a quorum of the airport commission is three (3) and if ex officio members appear, it is a simple majority.

Wherefore, it is my recommendation to:

- 1) strike the words from section 3-163

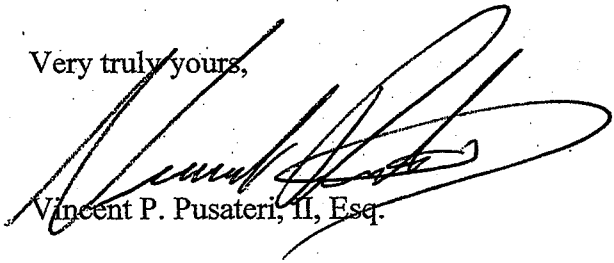
Reports of  
CommitteesLegislative  
Affairs Committee  
(cont)

i. "and the commissioner of public works"

2) and add the following;

- i. "and" before the word "President".
- ii. "The ex officio members have all the privileges, including the right to vote, the right to make motions, the right to comment and all other rights but none of the obligations. Ex officio members are not counted as members in the limited issue of counting a quorum. Consequently, a quorum of the airport commission is three (3) but if ex officio members appear at the meeting then the quorum is a simple majority. "... at the end of the section.

Very truly yours,

  
Vincent P. Pusateri, II, Esq.

## AMENDED TO:

1. Strike the words from Section 3-163 "and the Commissioner of Public Works"

2. And add the following:

- i. "and" before the word "President"/
- ii. "The ex officio members have all the privileges, including the right to vote, the right to make motions, the right to comment and all other rights but none of the obligations. Ex officio members are not counted as members in the limited issue of counting a quorum. Consequently a quorum of the airport commission is three (3) but if ex officio members appear at the meeting then the quorum is a simple majority..."...at the end of the section.

Petition was granted as amended by unanimous vote. 10 members present. Board consists of 11 members.  
Petition was forwarded to the City Solicitor for Ordinance preparation.

---

City of Fitchburg,

March 3, 2016

Special Permit  
Hearing

#26-2016

**SPECIAL PERMIT HEARING**

26-2016. Zachary Fleckner, to renovate existing, non-conforming, two family home located at 12 Park Street that has been abandoned or not used for a period of more than two years.

**SPECIAL PERMIT APPLICATION  
FROM THE  
CITY OF FITCHBURG  
CITY COUNCIL**

**PERMIT FEE \$300.00**

Instructions: Complete each section as required. Submit the original application to the Office of the City Clerk.

1. APPLICANT NAME: Zachary Fleckner

MAILING ADDRESS OF APPLICANT:

226 Oak Hill Road  
P.O. Box (if applicable) Street

Fitchburg 01420  
City Zip Code

TELEPHONE NUMBER OF APPLICANT: (508) 498-3775

2. ADDRESS AND DESCRIPTION OF PROPERTY FOR WHICH THE SPECIAL PERMIT IS BEING REQUESTED:

12 Park Street. Two Family house which  
To Renovate building to make proper two family

Fitchburg Assessor's Map 0018 Block 0093 Lot 0

3. OWNER OF PROPERTY: Professional Performance LLC

MAILING ADDRESS OF OWNER: 122 Oak Hill rd  
Fitchburg MA 01420

4. CONTACT PERSON FOR PROPERTY: Zachary Fleckner

5. TELEPHONE NUMBER FOR CONTACT PERSON: (508) 498-3775

16 JAN 27 14 48  
FITCHBURG CITY CLERK

Special Permit  
Hearing

#26-2016 (cont)

## 6. DESCRIBE WHAT YOU INTEND TO USE THE PROPERTY FOR:

2 Family Property7. TOTAL SQUARE FOOTAGE OF PROPOSED USE: 2800 sq ft8. TOTAL PARKING REQUIRED: 49. TOTAL PARKING PROVIDED: 4

## 10. MUNICIPAL SERVICES:

Please check as appropriate:

- |   |                      |                     |
|---|----------------------|---------------------|
| A. Project will tie in to City Sewer System     | <u>X</u><br>Yes      | <u>      </u><br>No |
| B. Project will tie in to City Water Service    | <u>X</u><br>Yes      | <u>      </u><br>No |
| C. Project will tie in to Storm Drainage System | <u>      </u><br>Yes | <u>X</u><br>No      |

## 11. Is this a Special Permit for a Nursing Home, Truck/Bus Terminal, Research &amp; Testing, Publishing and Printing, Light Manufacturing or Manufacturing?

        
YesX  
No12. If YES, a Plan prepared by a Registered Professional Land Surveyor or Regular Professional Engineer in accordance with Section 2 of the Rules and Regulations governing Special Permits must be attached.

City of Fitchburg, March 3, 2016

Special Permit  
Hearing

#26-2016 (cont)

14. SIGNATURE OF APPLICANT:

X [Signature]

PRINT NAME OF APPLICANT:

Zachary Fleckner

DATE:

12/01/15

Please note: This application will not be accepted unless ALL requirements stated in the letter of determination by the Building Commissioner have been met.

January 27, 2016  
DATE RECEIVED BY CITY CLERK

\$ 300.00  
APPLICATION FEE RECEIVED



Special Permit  
Hearing

#26-2016 (cont)

**CITY OF FITCHBURG  
OFFICE OF THE CITY CLERK**166 Boulder Drive  
Fitchburg MA 01420

16 FEB -8

10 Anna M. Farrell, City Clerk  
(978) 829-1820  
www.fitchburgma.gov

DATE: February 6, 2016

TO: Conservation Commission  
Community Development  
Treasurer (for tax clearance)  
Fire  
Health  
PolicePublic Works Commissioner  
Water Deputy Commissioner  
Wastewater Deputy Commissioner  
Building Commissioner  
City SolicitorFROM: Anna M. Farrell, City Clerk *Amf***Subject: Special Permit Application (See Attached) Petition # 26-2016**

As directed by the City Council, you are respectfully requested to provide a written report, recommendations or information which will be of assistance in processing the request for a Special Permit.

Special Permit Public Hearing to be held on: March 3, 2016, 2016

Kindly deliver said report to the City Clerk  
**no later than Friday, February 19, 2016**

For your convenience, you may use the following space to respond:

☐

Approved as submitted

☐

Approved with modifications (Please attach list of suggested modifications)

☒

Disapproved (Please attach list reasons)

*Taxpayer is not tax compliant. See attached tax statements.*Department Treasurer

by

*Ol. D. Bulo*  
(Signature)Date: 2/8/2016

City of Fitchburg,

March 3, 2016

Special Permit  
Hearing  
#26-2016 (cont)

02/08/2016 09:11  
791cbroo

CITY OF FITCHBURG, MA  
Real Estate Tax Statement

P 1  
txtaxstm

PARCEL: 0018-0093-0

LOCATION: 12 PARK ST

CURRENT OWNER:  
ZHAO, XI (TC)  
PROFESSIONAL PERFORMANCE LLC  
122 OAK HILL ROAD  
FITCHBURG MA 01420

CURRENT STATUS:  
SQ FT: 0  
LAND VALUATION: 23,900  
BUILDING VALUATION: 57,300  
EXEMPTIONS: 0  
TAXABLE VALUATION : 81,200

LEGAL DESCRIPTION:

DEED DATE: 09/12/2014 BOOK/PAGE: 8190-/215

INTEREST DATE: 02/08/2016

YEAR	TYPE	BILL INST CHARGE	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2016	RE-R	13382				
	1	REAL ESTAT	436.66	.00	.00	PAID
	2	REAL ESTAT	436.66	.00	.00	PAID
	3	REAL ESTAT	425.28	425.28	1.14	426.42
		SEWER FEE	25.00	25.00	.00	25.00
		SEWER LIEN	75.40	75.40	.20	75.60
		SWR INT	6.41	6.41	.02	6.43
		WTRL FEE	50.00	50.00	.00	50.00
		WATER LIEN	21.36	21.36	.06	21.42
		WTR INT	1.82	1.82	.00	1.82
			605.27	605.27	1.42	606.69
	4	REAL ESTAT	425.28	425.28	.00	425.28
			1,903.87	1,030.55	1.42	1,031.97
GRAND TOTALS			1,903.87	1,030.55	1.42	1,031.97

Special Permit  
Hearing

#26-2016 (cont)

02/08/2016 09:10  
791cbrooCITY OF FITCHBURG, MA  
Real Estate Tax StatementP 1  
txtaxstm

PARCEL: 0016-0025-0

LOCATION: 26 WEST ST

CURRENT OWNER:  
PROFESSIONAL PERFORMANCE, LLC  
PMB 209, 499 ELECTRIC AVENUE  
FITCHBURG MA 01420CURRENT STATUS:  
SQ FT: 0  
LAND VALUATION: 27,200  
BUILDING VALUATION: 129,600  
EXEMPTIONS: 0  
TAXABLE VALUATION : 156,800

LEGAL DESCRIPTION:

DEED DATE: 11/08/2013 BOOK/PAGE: 8033-/338

INTEREST DATE: 02/08/2016

YEAR	TYPE	BILL INST CHARGE	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2016	RE-R	10124				
	1	REAL ESTAT	865.90	865.90	62.77	928.67
	2	REAL ESTAT	865.89	865.89	32.55	898.44
	3	REAL ESTAT	798.54	798.54	2.14	800.68
	4	REAL ESTAT	798.53	798.53	.00	798.53
			3,328.86	3,328.86	97.46	3,426.32
2015	RE-R	12341				
	1	REAL ESTAT	843.52	749.43	29.89	779.32
	2	REAL ESTAT	843.52	843.52	33.65	877.17
	3	REAL ESTAT	840.87	840.87	33.54	874.41
	4	REAL ESTAT	840.86	840.86	33.54	874.40
		DEMAND FEE	15.00	15.00	.00	15.00
			855.86	855.86	33.54	889.40
			3,383.77	3,289.68	130.62	3,420.30
	GRAND TOTALS		6,712.63	6,618.54	228.08	6,846.62

Special Permit  
Hearing

#26-2016 (cont)

02/08/2016 09:11 CITY OF FITCHBURG, MA  
791cbroo Real Estate Tax Statement

P 1  
txtaxstm

PARCEL: 0092-0018-0

LOCATION: 435 ROLLSTONE ST

CURRENT OWNER:  
PROFESSIONAL PERFORMANCE, LLC  
PMB 209, 499 ELECTRIC AVENUE  
FITCHBURG MA 01420

CURRENT STATUS:  
SQ FT: 0  
LAND VALUATION: 25,500  
BUILDING VALUATION: 99,200  
EXEMPTIONS: 0  
TAXABLE VALUATION : 124,700

LEGAL DESCRIPTION:

DEED DATE: 02/03/2014 BOOK/PAGE: 8075-/317

INTEREST DATE: 02/08/2016

YEAR	TYPE	BILL INST CHARGE	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2016	RE-R	10125				
	1	REAL ESTAT	659.23	659.23	47.79	707.02
	2	REAL ESTAT	659.22	659.22	24.78	684.00
	3	REAL ESTAT	664.47	664.47	1.78	666.25
	4	REAL ESTAT	664.46	664.46	.00	664.46
			2,647.38	2,647.38	74.35	2,721.73
2015	RE-R	10851				
	1	REAL ESTAT	632.13	632.13	134.81	766.94
	2	REAL ESTAT	632.13	632.13	112.02	744.15
	3	REAL ESTAT	654.17	654.17	93.09	747.26
	4	REAL ESTAT	654.16	654.16	71.01	725.17
		DEMAND FEE	15.00	15.00	.00	15.00
			669.16	669.16	71.01	740.17
			2,587.59	2,587.59	410.93	2,998.52
GRAND TOTALS			5,234.97	5,234.97	485.28	5,720.25

Special Permit  
Hearing

#26-2016 (cont)

02/08/2016 09:11  
791cbrooCITY OF FITCHBURG, MA  
Real Estate Tax StatementP 1  
txtaxstm

PARCEL: 0063-0001-0

LOCATION: 122 OAK HILL RD

CURRENT OWNER:  
PROFESSIONAL PERFORMANCE, LLC  
MAYCO, LLC  
226 OAK HILL ROAD  
FITCHBURG MA 01420

CURRENT STATUS:

SQ FT: 0  
LAND VALUATION: 70,000  
BUILDING VALUATION: 76,700  
EXEMPTIONS: 0  
TAXABLE VALUATION : 146,700

LEGAL DESCRIPTION:

DEED DATE: 05/28/2014 BOOK/PAGE: 8129-/327

INTEREST DATE: 02/08/2016

YEAR	TYPE	BILL INST CHARGE	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2016	RE-R	10122				
	1	COMMERCIAL	962.19	962.19	69.75	1,031.94
	2	COMMERCIAL	962.19	962.19	36.17	998.36
	3	COMMERCIAL	977.19	977.19	2.62	979.81
		SEWER FEE	25.00	25.00	.00	25.00
		SEWER LIEN	56.55	56.55	.15	56.70
		SWR INT	4.48	4.48	.01	4.49
		WTRL FEE	50.00	50.00	.00	50.00
		WATER LIEN	16.02	16.02	.04	16.06
		WTR INT	1.27	1.27	.00	1.27
			1,130.51	1,130.51	2.82	1,133.33
	4	COMMERCIAL	977.18	977.18	.00	977.18
			4,032.07	4,032.07	108.74	4,140.81
2015	RE-R	6703				
	1	COMMERCIAL	1,117.57	1,117.57	238.33	1,355.90
	2	COMMERCIAL	1,117.56	1,117.56	198.04	1,315.60
	3	COMMERCIAL	788.86	788.86	112.26	901.12
	4	COMMERCIAL	788.86	788.86	85.63	874.49
		DEMAND FEE	15.00	15.00	.00	15.00
			803.86	803.86	85.63	889.49
			3,827.85	3,827.85	634.26	4,462.11
		GRAND TOTALS	7,859.92	7,859.92	743.00	8,602.92

City of Fitchburg, March 3, 2016

Special Permit  
Hearing

#26-2016 (cont)



**CITY OF FITCHBURG  
OFFICE OF THE CITY CLERK**

166 Boulder Drive  
Fitchburg MA 01420

Anna M. Farrell, City Clerk  
(978) 829-1820  
www.fitchburgma.gov

DATE: February 6, 2016

TO: Conservation Commission  
Community Development  
Treasurer (for tax clearance)  
Fire  
Health  
Police

Public Works Commissioner  
Water Deputy Commissioner  
Wastewater Deputy Commissioner  
Building Commissioner  
City Solicitor

FROM: Anna M. Farrell, City Clerk

*SPECIAL PERMIT  
12 PARK ST.*

Subject: Special Permit Application (See Attached) Petition # 26-2016

As directed by the City Council, you are respectfully requested to provide a written report, recommendations or information which will be of assistance in processing the request for a Special Permit.

Special Permit Public Hearing to be held on: March 3, 2016, 2016

Kindly deliver said report to the City Clerk  
no later than Friday, February 19, 2016

For your convenience, you may use the following space to respond:

☐ Approved as submitted

☒ Approved with modifications (Please attach list of suggested modifications) *SEE ATTACHED*

☐ Disapproved (Please attach list reasons)

Department PLANNING BOARD by Michael J. Albano  
(Signature)

Date: February 25, 2016

16 FEB 25 11 25  
FITCHBURG CITY CLERK

Special Permit  
Hearing

#26-2016 (cont)



**CITY OF FITCHBURG  
PLANNING BOARD**

301 BROAD STREET  
FITCHBURG, MASSACHUSETTS 01420

(978) 829-1891  
PHONE

(978) 345-9687  
FAX

---

**MEMO**

---

**DATE:** February 25, 2016  
**TO:** City Council  
City Clerk  
**FROM:** Michael O'Hara, Principal Planner *MOH*  
**SUBJECT:** Petition #26-2016  
Special Permit  
To re-use as 2-family dwelling  
12 Park St.

At its February 16, 2016 meeting the Fitchburg Planning Board voted unanimously to recommend in favor of this application, subject to providing four parking spaces on site, submitting a plan to the City Council showing these parking spaces, and rehabilitation of the parking surface prior to occupancy.

City of Fitchburg, March 3, 2016

Special Permit  
Hearing

#26-2016 (cont)



**Fitchburg, Massachusetts**  
Office of the  
Building Commissioner

**ROBERT LANCIANI**  
Building Commissioner

**JOHN J. MORAN SR.**  
Local Building Inspector

**KYLE RIDLEY**  
Inspector of Wires

**WAYNE LITTLE**  
Plumbing/Gas Inspector

November 23, 2015

Professional Performance  
122 Oak Hill Rd  
Fitchburg, MA 01420

RE: Building Permit for 12 Park St, Map 18 Block 93 Lot 0

Dear Sir;

I have reviewed your application for a building permit and my findings are as follows:

1. Land and building at 12 Park St, Map 18 Block 93 Lot 0 are located in a Residential RB District (Zoning Map of the City of Fitchburg and Chapter 181, Section 181.23 of the General Ordinances of Fitchburg as amended).
2. The existing house is a nonconforming building that has been abandoned or not used for a period of more than two years. The building has lost its protected status and is now subject to the provisions of the zoning ordinance, unless a special permit is issued pursuant to Section 181.3561. The required setbacks for RB are 30 front, 15 side, and 30 rear and use is limited to a single family house. **Applications for a Special Permit from the City Council are available at the City Clerk's office, 166 Boulder Drive.** Your application for a building permit is denied until you receive a Special Permit from the City Council.
- 3 All renovations done to the existing buildings will require plans and specifications to show that code compliance is met under the Massachusetts State Building Code eighth edition before a building permit can be issued.

If you have any questions regarding this zoning determination, please feel free to write or call this office.

Very truly yours,

Robert Lanciani  
Building Commissioner

City Hall, 166 Boulder Drive, Fitchburg, MA 01420 (978) 829-1880 Fax (978) 829-1963

Hearing opened. Petitioner was not present. Letter from City Treasurer regarding petitioners delinquent tax status was read. Letter from petitioner's attorney requesting a continuance to April 5, 2016 with a waiver of any claim to a constructive grant was read. Hearing continued to April 5, 2016 by vote of 8 in favor and 2 opposed (Green, DiNatale). 10 members present. Board consists of 11 members.



## Orders-Finance

## ORDERS - FINANCE

The following Orders were referred to the Finance Committee:

- 33-2016. ORDERED: That the City of Fitchburg approves the expenditure of funds from the MA Executive Office of Public Safety for the FY16 Fire SAFE Trailer Grant in the approximate amount of \$1,800.
- 34-2016. ORDERED: That there be and hereby is appropriated the sum of \$65,000 to Fire Capital-Departmental Equipment and charged against Available Funds.
- 35-2016. ORDERED: That the City of Fitchburg approves the expenditure of funds from the MA Executive Office of Public Safety and Security, for the FY16 Shannon Community Safety Initiative Grant in the approximate amount of \$169,274.72.
- 36-2016. ORDERED: That there be and hereby is transferred the sum of \$6,000 to Health Expenses from Health Personal Services.
- 37-2016. ORDERED: That the City of Fitchburg amends Council Order #157-13 to approve the expenditure of funds from the MA Dept of Public Health for the Health-Opioid Abuse Prevention Collaboration Grant in the approximate total revised amount from \$700,000 to \$770,000.

*Re: 37-2016*

LUK, Inc. Proposal for MOAPC \$70,000 Earmark - FY'16

- National Rx Drug Abuse & Heroin Summit in Atlanta for 6 people.
  - Cost includes conference fee, airfare, hotel
  - March 28-31st
- Interactive Website to highlight local drop box locations & other prevention groups in our area (map).
  - Development of a website displaying prevention information in the MPH area
  - LUK will maintain the site post DPH Earmark funding
- PSA Development
  - Development of three additional PSAs promoting appropriate medication management
- Motion Graphic Campaign on Good Sam Law
  - Development of a media campaign promoting the Good Samaritan Law
  - Utilize Motion Graphics techniques
- Plan & Host a Stigma Conference
  - Bring in a trainer, trainers, panel or combination of all 3 to deliver a training/event, possibly planning an event in the fall focused on stigma.
- Collect, organize and present substance abuse information in the Montachusett area
  - Quantitative data collection
  - Qualitative data collection - focus groups
  - Complete by June 30, 2016
- New England Institute for Addiction Studies
  - 6 people at \$800 per person
  - June 2016
- City of Gardner Youth & Community Survey
  - Support GPS in implement a youth survey utilizing standardized questions
- City of Leominster Youth & Community Survey
  - Support LPS in implement a youth survey utilizing standardized questions
- Misc. Promotional/Messaging Materials
  - Marketing and promotional materials supporting the goals of MOAPC
- Misc. Program Supplies

Order was adopted under Suspension of the Rules by unanimous vote. 10 members present. Board consists of 11 members.  
Order signed by the Mayor March 9, 2016.

## ORDERS - OTHER

Orders-Other

38-2016. ORDER: To accept as gift, purchase or take by eminent domain

1. Permanent avigation easements over certain parcels of land required for the purpose of removing vegetative obstructions from the airport approach service, which currently poses a safety hazard. Said parcels are located in the area of Battles Avenue and are designated as Easement numbers 3, 4 and 5 (details enclosed).
2. Temporary easements to enter upon said land for the removal of said vegetative obstructions.

(Reference petition 250-2015 granted on February 4, 2015)

## COMMONWEALTH OF MASSACHUSETTS

Worcester, S.S.

FITCHBURG CITY CLERK

Fitchburg City Council

16 FEB 18 14

07 Petition # 250-2015

In RE: Airport Commissions  
Avigation Easements

## Order to Accept as Gift, Purchase or Take by Eminent Domain

The above captioned mentioned petition came on for a hearing on February 4, 2016 and upon motion duly made and seconded it was voted to accept by gift, purchase or take by eminent domain;

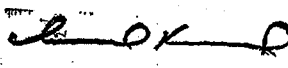
- 1) Permanent avigation easements over certain parcels of land required for the purpose of removing vegetative obstructions from the airport approach service, which currently poses a safety hazard. Said parcels are located in the area of Battles Avenue and are designated as;

Easement Number 3 is shown on that certain plan of land entitled "easement plan, for Fitchburg municipal airport, Fitchburg, Massachusetts, with a scale of 1" = 100', dated November 2014 and prepared by little river survey company, LLC" belonging to Landstar Properties, LLC.

Easement Number 4 is shown on that certain plan of land entitled "easement plan, for Fitchburg municipal airport, Fitchburg, Massachusetts, with a scale of 1" = 100', dated November 2014 and prepared by little river survey company, LLC" belonging to Primston, LLC.

Easement Number 5 is shown on the certain plan of land entitled "Easement Plan, for Fitchburg Municipal Airport, Fitchburg Massachusetts, with a scale of 1"=100', dated November, 2014, and prepared by Little River Survey Company, LLC.

- 2) Temporary easements to enter upon said land for the removal of said vegetative obstructions.

  
City Clerk, Anna Farrell

Michael Rushmeek, Council President

Order amended to delete "temporary" and replace with "permanent" and adopted as amended under Suspension of the Rules by unanimous vote. 10 members present. Board consists of 11 members.

Order signed by the Mayor March 9, 2016.

Ordinances

**ORDINANCES**

The following Ordinances were referred to the Council as a Whole Committee:

20-16. ORDINANCE: That Chapter 181, section 3561 of the Code of the City of Fitchburg (Zoning - Special Permit for Nonconforming Structures Abandoned or Not Used for More Than Two Years) as most recently amended, be further amended by striking the words: "City Council" and by inserting the words "Board of Appeals".  
(Reference Petition #233-15)

21-16. ORDINANCE: That Chapter 181, section 356 of the Code of the City of Fitchburg (Zoning - Abandonment or Non-use" as most recently amended, be further amended by adding:  
"This section shall not apply to the re-use of a lawfully existing nonconforming single or two family structure where the principle use is permitted by right in the specified district under 181.313, and provided that no modification of the use or structure is accomplished unless authorized under the provisions of 181.35  
(Reference Petition 233-15)

-----  
27-2016. ORDINANCE: Amending Chapter 3, Section 68 of the City of Fitchburg Code as follows:  
Delete therefrom: "a majority of the members of the Finance Committee,"  
Add in place as follows:  
"the signature of the Finance Committee Chair and in his/her absence the City Council President has signing authority, and in his/her absence a member of the Finance Committee has signing authority".

Ordinance was passed to a third and final reading and adopted to be enrolled and ordained by unanimous vote. 10 members present. Board consists of 11 members.  
Ordinance was signed by the Mayor March 9, 2016.  
-----

City of Fitchburg,

March 3, 2016

Petitions

PETITIONS

The following Petition was referred to the Public Safety Committee:

39-2016. Class II Car Dealer petition of Carlos Bismark Terrero dba Millennium Motors, 34 Bemis Road.

THE COMMONWEALTH OF MASSACHUSETTS

OF

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE  
OR ASSEMBLE SECOND HAND MOTOR VEHICLES  
OR PARTS THEREOF

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a .....  
class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with  
the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? *Millennium Motors*

Business address of concern. No. *34 Bemis Rd.* St.,  
*Fitchburg MA 01420* City — Town.

2. Is the above concern an individual, co-partnership, an association or a corporation? *Individual*

3. If an individual, state full name and residential address.

*Carlos Bismark Terrero*  
*85 Canton St, Fitchburg MA 01420*

4. If a co-partnership, state full names and residential addresses of the persons composing it.

*N/A*

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President *N/A*

Secretary *N/A*

Treasurer *N/A*

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? *Yes*

If so, is your principal business the sale of new motor vehicles? *No*

Is your principal business the buying and selling of second hand motor vehicles? *Yes*

Is your principal business that of a motor vehicle junk dealer? *No*

Petitions (cont)

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.  
*Please see attached.*
8. Are you a recognized agent of a motor vehicle manufacturer? *No* (Yes or No)  
If so, state name of manufacturer
9. Have you a signed contract as required by Section 58, Class 1? *No* (Yes or No)
10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? *No* (Yes or No)  
If so, in what city — town *N/A*  
Did you receive a license? *N/A* (Yes or No) For what year? *N/A*
11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? *No* (Yes or No)

Sign your name in full. (Duly authorized to represent the concern herein mentioned)

Residence. *85 Canton St. Fitchburg MA 01420*

IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

City of Fitchburg

March 3, 2016

Petitions (cont)

APPLICANT WILL NOT FILL THE FOLLOWING BLANKS

Application after investigation .....  
(Approved or Disapproved)

License No. .... granted ..... 19 .... Fee \$ .....

Signed .....

.....

.....

.....

.....

.....

CHAPTER 140 OF THE GENERAL LAWS, TER. ED., WITH AMENDMENTS THERETO (EXTRACT)

SECTION 57. No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles, or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof without securing a license as provided in section fifty-nine. This section shall apply to any person engaged in the business of conducting auctions for the sale of motor vehicles.

SECTION 58. Licenses granted under the following section shall be classified as follows:

Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same is created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter and of rules and regulations made in accordance therewith applicable to holders of licenses of class 2.

Class 2. Any person whose principal business is the buying or selling of second hand motor vehicles may be granted a used car dealer's license.

Class 3. Any person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts, may be granted a motor vehicle junk license.

SECTION 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no case shall exceed \$100. dollars. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant has not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for addition thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days' notice shall have been given to the owners of property abutting on the premises where such license or permit is proposed to be exercised. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such action, appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appeal, and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The decision of the justice shall be final.

Petitions (cont)

APPLICATION FOR A LICENSE TO BUY, SELL,  
EXCHANGE OR ASSEMBLE SECOND HAND  
MOTOR VEHICLES OR PARTS THEREOF.

APPLICANT WILL NOT FILL THE FOLLOWING BLANKS

Application No. ....

Class ..... License No. ....

Name .....

St. and No. ....

City — Town .....

Date Issued .....

Remarks .....

40-2016. Scott Ellis, Airport Manager to clarify and amend petition 250-2015 by striking the word temporary and inserting in its place permanent. For reason says, the petition was approved unanimously by council however the word temporary is in the petition when the need to make entry from time to time on the subject property to remove vegetative growth is a permanent right needed by the Airport.

TO THE HONORABLE CITY COUNCIL OF THE CITY OF FITCHBURG

Ladies and Gentlemen:

The undersigned Petition your Honorable Body to

IN RE: Appropriation for Avigation  
Easement # 3 & #4

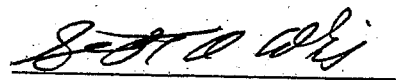
FITCHBURG CITY CLERK  
16 FEB 22 12 08

PETITION FOR CLARIFICATION ORDER ON PETITION 250-2015

Now comes the Airport and petitions this Honorable Council for an Order Clarifying and Amending said Order by striking the word temporary and inserting in its place permanent.

For reason says, the petition was approved unanimously by council however the word temporary is in the petition when the need to make entry from time to time on the subject property to remove vegetative growth is a permanent right needed by the Airport.

Respectfully submitted,



Scott Ellis, Airport Manager

Petition was granted under Suspension of the Rules by unanimous vote. 10 members present. Board consists of 11 members.



Tabled Matter

Special Permit  
#13-2016**TABLED MATTER**

13-2016. SPECIAL PERMIT PETITION: Mr. Robert Lemay to renovate non-conforming building that has been abandoned or not used for a period of more than two years at 148 Myrtle Ave. Map 33, Block 124 Lot 0.

SPECIAL PERMIT APPLICATION  
FROM THE  
CITY OF FITCHBURG  
CITY COUNCIL

FITCHBURG CITY CLERK

16 JAN 14 08:43

Permit Fee \$300.00

Instructions: Complete each section as required. Submit the original application to the Office of the City Clerk.

1. Applicant Name: Robert Lemay  
Mailing Address of Applicant: 73 Central St.  
Fitchburg, Ma  
01420

Telephone Number of Applicant: 978 764 6938

2. Address and Description of Property for which the Special Permit is being requested:

148 Myrtle Ave.  
Fitchburg, Ma.  
01420

Fitchburg Assessor's

Map 33, Block 124, Lot 0

3. Owner of Property: FSOC ONE, LLC  
73 Central St.  
Fitchburg, Ma.  
01420

4. Contact Person for Property: Robert Lemay

5. Telephone Number for Contact Person: 978 764 6938

## 6. Describe What you Intend to use the Property For:

It is our intention to continue to use the Residential building with its existing use. There will be no change of use.

7. Total Square Footage of Proposed Use: 5543.3 (SF)

8. Total Parking Required: EIGHT (8)

9. Total Parking Provided: EIGHT (8)

## 10. Municipal Services:

Please check as appropriate:

A. Project will tie in to City Sewer System; existing – active

B. Project will tie in to City Water Service; existing – active

C. Project will tie in to Storm Drainage System; NO.

## 11. Is this Special Permit for a Nursing Home, Truck/Bus Terminal, Research &amp; Testing, Publishing and Printing, Light Manufacturing or Manufacturing?

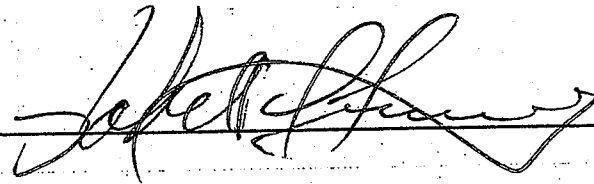
NO.

12. If yes, ...

Tabled Matter

Special Permit  
#13-2016 (cont)

13. Signature of Applicant:



14. Print Name of Applicant:

Robert Lemay

Date:

January 14, 2016

Please note: This application will not be accepted unless ALL the requirements stated in the letter of determination by the Building Commissioner have been met.

DATE RECEIVED BY CITY CLERK

\$ 300 CK# 328

APPLICATION FEE RECEIVED

FITCHBURG CITY CLERK  
16 JAN 14 08 43

Tabled Matter  
Special Permit  
#13-2016 (cont)

1/13/2016

Unofficial Property Record Card

Unofficial Property Record Card - Fitchburg, MA  
General Property Data

Parcel ID 33-124-0	Account Number
Prior Parcel ID -47.984-0.01416	Property Location 148 MYRTLE AV
Property Owner FANNIE MAE	Property Use APT 4-8
AKA FEDERAL NATL MORG ASSOC	Most Recent Sale Date 1/21/2015
Mailing-Address P.O. BOX 650043	Legal Reference 8261-350
City DALLAS	Grantor MAXWELL, STEPHEN L. (TE),
Mailing State TX	Sale Price 40,200
Zip 75265-0043	Land Area 0.228 acres
ParcelZoning RB	

Current Property Assessment

Land Value 26,200	Building Value 115,000	Total Value 156,800
-------------------	------------------------	---------------------

Building Description

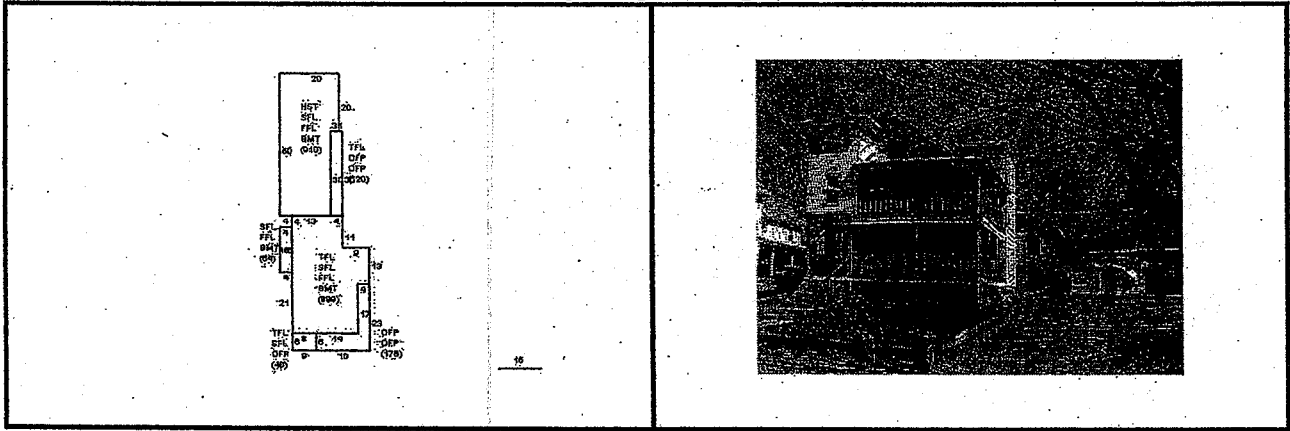
Building Style 4-8 FAM	Foundation Type MASONRY	Flooring Type SOFTWOOD
# of Living Units 4	Frame Type WOOD	Basement Floor N/A
Year Built 1910	Roof Structure GABLE	Heating Type STEAM
Building Grade AVERAGE	Roof Cover SLATE	Heating Fuel OIL
Building Condition Fair	Siding ALUMINUM	Air Conditioning 0%
Finished Area (SF) 5543.5	Interior Walls PLASTER	# of Bsmt Garages 0
Number Rooms 16	# of Bedrooms 8	# of Full Baths 4
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

Legal Description

Narrative Description of Property

This property contains 0.228 acres of land mainly classified as APT 4-8 with a(n) 4-8 FAM style building, built about 1910 , having ALUMINUM exterior and SLATE roof cover, with 4 unit(s), 16 room(s), 8 bedroom(s), 4 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

Tabled Matter

Special Permit  
#13-2016 (cont)**Fitchburg, Massachusetts**  
Office of the  
Building Commissioner**ROBERT LANCIANI**  
Building Commissioner**JOHN J. MORAN SR.**  
Local Building Inspector**JOHN MORREALE**  
Local Building Inspector**KYLE RIDLEY**  
Inspector of Wires**WAYNE LITTLE**  
Plumbing/Gas Inspector

January 12, 2016

**FSOC ONE, LLC**  
73 Central St.  
Fitchburg, MA 01420

RE: Form of Intent for 148 Myrtle St, Map 33 Block 124 Lot 0

Dear Sirs:

I have reviewed your request for a zoning determination and my findings are as follows:

1. Land and building at 148 Myrtle St, Map 33 Block 124 Lot 0 are located in a Residential B District (Zoning Map of the City of Fitchburg and Chapter 181, Section 181.23 of the General Ordinances of Fitchburg as amended).
2. The existing house is a nonconforming building that has been abandoned or not used for a period of more than two years. The building has lost its protected status and is now subject to the provisions of the zoning ordinance, unless a special permit is issued pursuant to Section 181.3561. The required setbacks for RB are 25 front, 15 side, and 30 rear. **Applications for a Special Permit from the City Council are available at the City Clerk's office, 166 Boulder Drive.**
- 3 All renovations done to the existing building will require plans and specifications to show that code compliance is met under the Massachusetts State Building Code eighth edition before a building permit can be issued.

Very truly yours,

Robert Lanciani  
Building Commissioner

City of Fitchburg,

March 3, 2016

Tabled Matter

Special Permit  
#13-2016 (cont)



Robert Lancini  
BUILDING COMMISSIONER

Fitchburg, Massachusetts  
Office of the  
Building Commissioner

FORM OF INTENT  
Please Print Clearly

FEE: \$30.00

Zoning District: \_\_\_\_\_  
Map Block Lot

PRINT LEGIBLY THE FOLLOWING:

Name of Business:  
Name of Owner: FSOC ONE, LLC  
Location of Request: 148 Myrtle Ave.  
Mailing Address: 73 Central St.,  
Fitchburg, Ma . , 01420

Daytime Phone Number: 978 764 6938

Print a Complete Explanation about your Business or Intentions:

It is our intention to use said location, 148 Myrtle Ave., Fitchburg , as it has been used . A four family residential building.

Robert J. Lancini [Signature] Jan 7, 2016  
Print Name Signature Date

[Redacted Signature]

[Redacted Signature]

Tabled Matter

Special Permit  
#13-2016 (cont)**ROBERT LANCIANI**  
Building Commissioner**JOHN J. MORAN SR.**  
Local Building Inspector**JOHN MORREALE**  
Local Building Inspector**Fitchburg, Massachusetts**FITCHBURG CITY CLERK  
Office of the  
Building Commissioner

16 FEB -2 08 43

**KYLE RIDLEY**  
Inspector of Wires**WAYNE LITTLE**  
Plumbing/Gas Inspector

February 2, 2016

City Council  
166 Boulder Dr  
Fitchburg, MA 01420

RE: Petition # 13-2016

Honorable Council Members;

It is the building departments recommendation to deny the Special Permit to reconstruct 148 Myrtle Ave, Map 33 Block 124 Lot 0 at this time. This building was vacated by the previous owner due to the large amount of code violations on the property.

During inspections of the property by the building department there were several deficiencies noted. These included work done without building permits that did not meet the minimum standards for code compliance. The open stairway on the right side of the building were found to be unsafe. The entire barn section of the building had been modified in an unsafe manner. Common areas did not have emergency lighting or exit signs. The entry doors did not have an entry buzzer system. During the inspection of the building the owners said they would be relocating the one tenant and vacating the building due to their inability or desire to repair the building.

Additionally the owner of this property FSOC One Inc., owns or controls several other buildings in the neighborhood that do not have current certificate's of inspection and may be operating as unregistered rooming houses.

If the Council decides to allow this building to be rehabilitated the building department recommends that conditions be placed on the permit. Our recommendations are:

1. The existing barn must be rebuilt to current building code, or removed before any units can be occupied.
2. The entire building shall have a fire protection system in compliance with the current building code before any units can be occupied.

City Hall, 166 Boulder Drive, Fitchburg, MA 01420 (978) 829-1880 Fax (978) 829-1963

*City of Fitchburg,*..... March 3, 2016

Tabled Matter

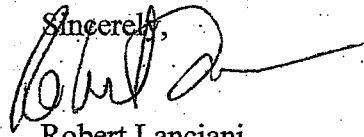
Special Permit  
#13-2016 (cont)

148 Myrtle Ave, Map 33 Block 124 Lot 0

February 2, 2016

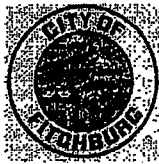
3. The building shall be brought into compliance with the current building code before any units can be occupied.
4. All work being done must be done under Construction Control guidelines of the current building code.
5. A valid Certificate of Inspection must be received before any units can be occupied.
6. The owner must provide a copy of the lease agreement for all units of the building to show the building is being operated as a legal apartment building before any units can be occupied.

Thank you for considering the concerns of the building department in trying to assure that minimum standars for public safety are met if this project moves forward. If you have any questions please do not hesitate to contact me.

Sincerely,  
  
Robert Lanciani  
Building Commissioner



Tabled Matter

Special Permit  
#13-2016 (cont)**CITY OF FITCHBURG  
OFFICE OF THE CITY CLERK**166 Boulder Drive  
Fitchburg MA 01420Anna M. Farrell, City Clerk  
(978) 829-1820  
www.fitchburgma.gov

DATE: January 20, 2016

TO: Conservation Commission  
Community Development  
Treasurer (for tax clearance)  
Fire  
Health  
PolicePublic Works Commissioner  
Water Deputy Commissioner  
Wastewater Deputy Commissioner  
Building Commissioner  
City Solicitor

FROM: Anna M. Farrell, City Clerk

AMF

Subject: **Special Permit Application (See Attached) Petition # 13-2016**

As directed by the City Council, you are respectfully requested to provide a written report, recommendations or information which will be of assistance in processing the request for a Special Permit.

Special Permit Public Hearing to be held on: February 16, 2016

Kindly deliver said report to the City Clerk  
**no later than Friday, February 5, 2016**

For your convenience, you may use the following space to respond:

☒

Approved as submitted

Taxpayer is tax compliant.

☐

Approved with modifications (Please attach list of suggested modifications)

☐

Disapproved (Please attach list reasons)

Department Treasurer

by

Ol. D. Bulo  
(Signature)Date: 1-20-16

City of Fitchburg,

March 3, 2016

Tabled Matter

Special Permit  
#13-2016 (cont)



**CITY OF FITCHBURG  
OFFICE OF THE CITY CLERK**

166 Boulder Drive  
Fitchburg MA 01420

Anna M. Farrell, City Clerk  
(978) 829-1820  
www.fitchburgma.gov

DATE: January 20, 2016

TO: Conservation Commission  
Community Development  
Treasurer (for tax clearance)  
Fire  
Health  
Police

Public Works Commissioner  
Water Deputy Commissioner  
Wastewater Deputy Commissioner  
Building Commissioner  
City Solicitor

FROM: Anna M. Farrell, City Clerk

**Subject: Special Permit Application (See Attached) Petition # 13-2016**

As directed by the City Council, you are respectfully requested to provide a written report, recommendations or information which will be of assistance in processing the request for a Special Permit.

Special Permit Public Hearing to be held on: February 16, 2016

Kindly deliver said report to the City Clerk  
**no later than Friday, February 5, 2016**

For your convenience, you may use the following space to respond:

☒

Approved as submitted

☐

Approved with modifications (Please attach list of suggested modifications)

☐

Disapproved (Please attach list reasons)

Department

Fire

by

(Signature)

*Phil Jordan*

Date:

1-20-16

Tabled Matter

Special Permit  
#13-2016 (cont)Fire Prevention Director  
Lt. Phil JordanCity of Fitchburg, Massachusetts  
**FIRE PREVENTION BUREAU**33 North Street  
Fitchburg, MA 01420978-345-9672  
FAX: 978-345-9589Name: City Clerk: Anna Farrell  
Address: (Regarding 148 Myrtle Ave) Petition: 13-2016  
Date: 01-20-16

Dear Anna: After review of the Special Permit Application the Fitchburg Fire prevention Bureau has come to the determination that a 26F Inspection needs to be done through the Fitchburg Fire Prevention office.

**Ma Chapter 148 (Section C):** *Every dwelling, building or structure, occupied in whole or in part for residential purposes, shall upon sale or transfer of such dwelling, building or structure, be inspected by the head of the fire department for compliance*

The property seller regarding the special permit can contact Fire Prevention and schedule this appointment. The fee is commensurate with the amount of apartments in the building. If they have a bank loan, the banks require this permit on condition of sale due to the above State Law.

This appears to be a 4-8 family by the listing.

Thank You!

A handwritten signature in cursive script, appearing to read "Lt. Philip Jordan", is written over a horizontal line.  
Lt. Philip Jordan - Fire Prevention Bureau

City of Fitchburg,

March 3, 2016

Tabled Matter

Special Permit  
#13-2016 (cont)



**CITY OF FITCHBURG  
OFFICE OF THE CITY CLERK**

166 Boulder Drive  
Fitchburg MA 01420

Anna M. Farrell, City Clerk  
(978) 829-1820  
www.fitchburgma.gov

DATE: January 20, 2016

TO: Conservation Commission  
Community Development  
Treasurer (for tax clearance)  
Fire  
Health  
Police

Public Works Commissioner  
Water Deputy Commissioner  
Wastewater Deputy Commissioner  
Building Commissioner  
City Solicitor

FROM: Anna M. Farrell, City Clerk

*AMF*

**Subject: Special Permit Application (See Attached) Petition # 13-2016**

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<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with modifications (Please attach list of suggested modifications)
<input checked="" type="checkbox"/>	Disapproved (Please attach list reasons)

Department COMMUNITY DEV'T by

*[Signature]*  
(Signature)

Date: 2-4-16

Tabled Matter

Special Permit  
#13-2016 (cont)

**Attached Comments from the Community Development Department regarding Petition #13-2016**

Upon review of the petition, the Community Development Department recommends that a Special Permit not be granted for the following reason(s):

- The Petition does not meet Special Permit Criteria 181.932 which specifies that special permits shall be granted only upon written determination that....***"the benefit to the city and the neighborhood outweigh the adverse effects of the proposed use, taking into account the characteristics of the site and of the proposal in relation to that site."***

Upon examination of the petition, it does not appear to meet the criteria of providing a benefit to the city or the neighborhood which would outweigh its adverse effects. In particular, we are concerned about the potentially adverse effect of allowing additional rental units in this neighborhood which currently has a surplus of such units. We note that the city continues to face increasing code enforcement and demolition costs in its response to widespread vacancy and/or abandonment of rental housing throughout the neighborhood and the city. Granting a permit for more rental units at this time is therefore not advised.

City of Fitchburg,

March 3, 2016

Tabled Matter

Special Permit  
#13-2016 (cont)



**CITY OF FITCHBURG  
OFFICE OF THE CITY CLERK**

166 Boulder Drive  
Fitchburg MA 01420

Anna M. Farrell, City Clerk  
(978) 829-1820  
www.fitchburgma.gov

DATE: January 20, 2016

TO: Conservation Commission  
Community Development  
Treasurer (for tax clearance)  
Fire  
Health  
Police

Public Works Commissioner  
Water Deputy Commissioner  
Wastewater Deputy Commissioner  
Building Commissioner  
City Solicitor

FROM: Anna M. Farrell, City Clerk *AMF*

**Subject: Special Permit Application (See Attached) Petition # 13-2016**

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**no later than Friday, February 5, 2016**

For your convenience, you may use the following space to respond:

☒ Approved as submitted  
☐ Approved with modifications (Please attach list of suggested modifications) *Special Permit conditions should include storm water management plan*  
☐ Disapproved (Please attach list reasons)

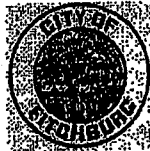
Department DPW

by *Jay Han*

(Signature)

Date: 2/5/2016

Tabled Matter

Special Permit  
#13-2016 (cont)**CITY OF FITCHBURG  
OFFICE OF THE CITY CLERK**

FITCHBURG CITY CLERK

16 FEB -5 16 10

166 Boulder Drive  
Fitchburg MA 01420Anna M. Farrell, City Clerk  
(978) 829-1820  
www.fitchburgma.gov

DATE: January 20, 2016

TO: Conservation Commission  
Community Development  
Treasurer (for tax clearance)  
Fire  
Health  
PolicePublic Works Commissioner  
Water Deputy Commissioner  
Wastewater Deputy Commissioner  
Building Commissioner  
City Solicitor

FROM: Anna M. Farrell, City Clerk

Subject: Special Permit Application (See Attached) Petition # 13-2016

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☐

Approved as submitted

☒

Approved with modifications (Please attach list of suggested modifications)

PLS. SEE ATTACHED

☐

Disapproved (Please attach list reasons)

Department

PLANNING BOARD

by

Michael J. O'Neil

(Signature)

PRINCIPAL PLANNER

Date:

2/5/2016



**CITY OF FITCHBURG  
PLANNING BOARD**  
301 BROAD STREET  
FITCHBURG, MASSACHUSETTS 01420

(978) 829-1891  
PHONE

(978) 345-9687  
FAX

Tabled Matter

Special Permit  
#13-2016 (cont)

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**MEMO**

---

**DATE:** February 2, 2015

**TO:** City Council  
City Clerk

**FROM:** Michael O'Hara, Principal Planner *M O'Hara*

**SUBJECT:** Petition #13-2016  
Special Permit  
148 Myrtle Ave.  
Lemay

At a January 28, 2016 meeting the Fitchburg Planning Board discussed this application. The Board recognizes that this is already a dense area, but they do not want the property to be another abandoned multifamily. As an alternative the Board recommended 6-0 that:

- The structure have less than 4 dwelling units.
- That adequate off-street parking (two per unit) be provided for the number of units and entire driveway/parking area to be paved and striped (to be demonstrated on a submitted plan). Parking only on paved areas.
- That a Special Permit condition be added requiring that the on-site structures be brought up to all current Codes.
- For safety reasons it is also recommended that the barn either be brought up to code structurally or demolished.
- All exterior structures (including windows, porches, and barn) to be updated/repared (i.e. painted and/or sided); and to be maintained in aesthetic condition.
- Lawn/landscaping to be repaired and maintained.
- Exterior improvements to be completed prior to occupancy.
- The Special Permit should not be transferable to any successor in interest without a prior review by the Special Permit Granting Authority.
- It is suggested that the dwelling meet the standards of the Lodging House regulations adopted by the Fitchburg Board of Health



Tabled Matter  
Special Permit  
#13-2016 (cont)



**CITY OF FITCHBURG**  
**OFFICE OF THE CITY CLERK**

166 Boulder Drive  
Fitchburg MA 01420

16 FEB -8

Anna M. Farrell, City Clerk  
(978) 829-1820  
www.fitchburgma.gov

DATE: January 20, 2016

TO: Conservation Commission  
Community Development (PLNG BD)  
Treasurer (for tax clearance)  
Fire  
Health  
Police

Public Works Commissioner  
Water Deputy Commissioner  
Wastewater Deputy Commissioner  
Building Commissioner  
City Solicitor

FROM: Anna M. Farrell, City Clerk *AMF*

**Subject: Special Permit Application (See Attached) Petition # 13-2016**  
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<input type="checkbox"/>	Approved as submitted
<input checked="" type="checkbox"/>	Approved with modifications (Please attach list of suggested modifications) <i>PLS. SEE ATTACHED</i>
<input type="checkbox"/>	Disapproved (Please attach list reasons)

Department PLANNING BOARD by *Michael J. O'Hara*  
(Signature) *Principal Planner*  
Date: 2/5/2016

*City of Fitchburg,*

March 3, 2016

Tabled Matter

Special Permit  
#13-2016 (cont)



***Fitchburg, Massachusetts***

*Office of the  
Building Commissioner*  
FITCHBURG CITY CLERK

**ROBERT LANCIANI**  
Building Commissioner

**JOHN MORREALE**  
Local Building Inspector

16 FEB 26 09 27

**KYLE RIDLEY**  
Inspector of Wires

**WAYNE LITTLE**  
Plumbing/Gas Inspector

February 25, 2016

City Council  
166 Boulder Dr  
Fitchburg, MA 01420

RE: Petition # 13-2016

Honorable Council Members;

In consultation with members of the Nice Committee the building department makes the following recommendations to be placed on the Special Permit:

1. The existing barn must be removed before any units can be occupied.
2. The entire building shall have a fire protection system in compliance with the current building code before any units can be occupied.
3. The building shall be brought into compliance with the current building codes, and sanitary codes under lead poisoning prevention controls, before any units can be occupied.
4. All work being done must be done under Construction Control guidelines of the current building code.
5. A valid Certificate of Inspection must be received before any units can be occupied.
6. The owner must provide a copy of the lease agreement for all units of the building to show the building is being operated as a legal apartment building before any units can be occupied.
7. The building, health, and fire departments shall be given access to the building twice annually to inspect the premises for compliance with codes and conditions of the Special Permit. One of the inspections shall be done during August, and the other inspection at the discretion of the city with 24 hour notice to the management company

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Lanciani".

Robert Lanciani  
Building Commissioner

City Hall, 166 Boulder Drive, Fitchburg, MA 01420 (978) 829-1880 Fax (978) 829-1963

Tabled Matter

Special Permit  
#13-2016 (cont)

COMMONWEALTH OF MASSACHUSETTS  
CITY OF FITCHBURG  
CITY COUNCIL

March 3, 2016

TO: City Council  
166 Boulder Dr.  
Fitchburg, MA 01420

Re: Request for Extension and Waiver of Time Constraints

Please be advised that, in connection with the approval of an extension and continuance of the public hearing in the matter noted below, the undersigned has agreed to waive and extend the time constraints by 15 days beyond whatever deadline(s) would otherwise have been applicable to this proceeding under the State Zoning Act, Mass.Gen.Laws Ch. 40A.

Application for Special Permit #13-2016

Property: 148 Myrtle Ave  
Fitchburg, MA  
Map/Parcel- 33 / 124

Applicant: FSOC Property Management LLC  
7 Keystone Way  
Andover, MA 01810

Next Meeting Date: March 15, 2016

Applicant,

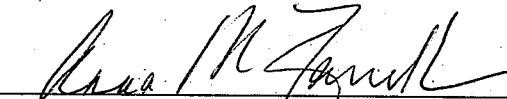
Signed:

Peter Lemay  
FSOC One, LLC

Cc: Fitchburg City Clerk  
166 Boulder Dr.  
Fitchburg, MA 01420

Mr. Robert Lemay and Mr. Peter Lemay presented a document entitled, "Conditions acceptable to applicant for Special Permit #13-2016". Document to be included in meeting packet for March 15, 2016 City Council Meeting.

The meeting adjourned at 8:03 P.M.

  
Anna M. Farrell, Clerk

*City of Fitchburg,*.....

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